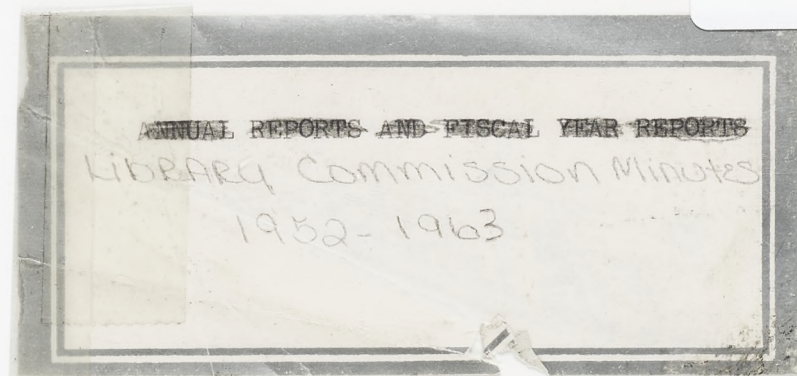


DCPL 2020 #1
1952-1959 Minutes



Wayne Carr June 1952 - Jan. 1957

Mandi Hanselman June 1952 - April 1978

Margo Westgaard June 1952 - Jan 1957

Grace Woods March 1957 - July 1958

Desmond Epidendio Jan. 1959 - June 1959

De Martini March 1957 - Sept. 1960

Frank Pacelli ^{Sept 56} Jan. 1957 ^{end}

Dan Casentini Jan. 1958 - Feb. 1959

1952

The first meeting of the Library Commission of Daly City was held on September 24, 1952 in the Daly City Public Library. The following Commissioners were present:

Mr. J. Mar^{sic}iano
Mr. H. Sundermann
Mrs. M. Hanselman
Mrs. M. Westgaard

Mrs. Westgaard nominated Mr. Sundermann as temporary chairman and Mr. Mar^{sic}iano seconded the nomination. The Commissioners unanimously elected him as temporary chairman. Mr. Sundermann, as temporary chairman, asked Mrs. Westgaard to act as temporary secretary.

Mr. Sundermann called for nominations for permanent president. Mrs. Hanselman nominated Mr. Sundermann for permanent president, and Mr. Mar^{sic}iano seconded the nomination. The Commission unanimously elected Mr. Sundermann as permanent president.

Mr. Sundermann called for nominations for secretary. Mrs. Westgaard nominated Mrs. Marcia Trier for secretary, and Mr. Mar^{sic}iano seconded the nomination. Mrs. Trier was unanimously elected.

Mrs. Trier drew ballots for the fiscal year appointments of the Commissioners. The results were as follows:

Maude Hanselman, one year term to expire June 30, 1953
Wayne Carr, two year term to expire June 30, 1954
Margo Westgaard, two year term to expire June 30, 1954
Henry Sundermann, three year term to expire June 30, 1955
Joseph Mar^{sic}iano, three year term to expire June 30, 1955

The Commission drew up a draft of their by-laws for presentation to the City Council.

Mr. Mar^{sic}iano moved that the Commission adjourn until the second Wednesday in October. Mrs. Hanselman seconded the motion.

Respectfully submitted

Margo Westgaard

Margo Westgaard, Acting Secretary

1952 The second meeting of the Daly City Library Commission was held on Oct. 8 at 8PM in the City Hall. Those present included:

Mr. Henry Sundermann; Mrs. M. Hanselman; Mr. Carr; Mr. Marsicano; Mrs. Westgaard.

Mrs. Westgaard read the minutes of the first meeting. They were approved as read.

Mrs. Westgaard read a letter from the City Attorney Frank B. Blum recommending two changes in the By-Laws as drafted in the first meeting, i.e. changes in Section 5, Article II, and Section 3, Article III. Mr. Marsicano moved that we adopt the Library By-Laws as amended and send a copy to each Commissioner, to the City Manager, and to the City Attorney. Mr. Carr seconded the motion. The motion passed unanimously.

The Library Commission decided to ask the librarian to bring her latest monthly report to the next meeting.

Under old business the matter of Library Commission stationery was ~~discussed~~ discussed. Mr. Marsicano offered to draw up some suggested forms for Commission letterhead. He moved that the secretary of the Commission be instructed to write to the City Manager requesting 75 2c postal cards, and 1 loose-leaf minute book, also 5 copies of Library Laws of the State of California. Mrs. Hanselman seconded the motion. Motion was unanimously carried.

Under new business Mr. Sundermann brought before the Commission the librarian's suggestion of changing the library hours on week days from the present present 1-5 and 6:30-9 to 10-12 and 1-9. The Commission decided to discuss the matter more fully with the librarian at its next meeting.

It was also decided to discuss policies regarding borrowing privileges at the next meeting of the Commission when the librarian would be present.

Mr. Sundermann called for a motion to adjourn. Mrs. Westgaard seconded moved and Mrs. Hanselman seconded it.

Marg Westgaard, Acting Secretary.

1953

The regular meeting of the Daly City Library Commission was held on January 14, 1953. Mr. Sundermann opened the meeting at 9 o'clock after Miss Dills, San Mateo County Librarian had left.

The following were present:

Mr. Henry Sundermann
Mr. Jack Marsicano
Mr. Wayne Carr
Mrs. Maude Hanselman
Mrs. Margo Westgaard

Mr. Marsicano moved that the Commission dispense with the reading of the minutes of the last meeting. Mr. Carr seconded the motion.

The report of the Librarian was read. It was suggested that the monthly report submitted by the Librarian to the Commission should be more inclusive showing Adult, Juvenile, Fiction, Non]-Fiction, Magazines, and Pamphlets.

There was no monthly financial statement to read. However it was the consensus of opinion of the Commission that we should get an immediate statement on the present state of the library budget, and additional statements every three months. Mr. Sundermann said he would see Mr. Anderson about same.

Mrs. Hanselman reported on a visit to the San Bruno Library Commission's monthly meeting by Mr. Sundermann, Mrs. Hanselman, and Mrs. Westgaard.

Mr. Sundermann reported that Mr. Weller of the South San Francisco Library Commission had invited the D.C. Library Commission to visit the library.

A letter from Mr. Anderson, City Administrator was read regarding the new filing cabinet in the City Hall one of drawer of which has been reserved for Library Commission use.

Mr. Carr moved that we amend our by-laws to comply with the request of the City Administrator that we keep our minutes in the City Hall. Mr. Marsicano seconded.

Two letters were read from Mr. Weibel District Superintendent of Schools. Mrs. Hanselman moved that we invite Mr. Weibel to attend the next Commission meeting to clarify the proposal advanced in his letter of December 31, 1952. Mr. Marsicano seconded the motion.

Letter from Mrs. Westgaard was read regarding future plans. Mr. Marsicano moved that the letter be kept on file for future reference. Mr. Carr seconded the motion.

Mr. Carr brought up the matter of the letter which was read at the last Council meeting in reference to Miss Stefanti, Asst. Librarian. Action was deferred by the Council until their next meeting awaiting Library Commission confirmation. Mr. Carr also reported that a journalist from the Daly City Record will contact Mr. Sundermann on Jan. 15 regarding a news item on the Library Commission meeting.

Mr. Marsicano brought up the matter of a secretary for the Commission. He advocated that one of the Commission members act as secretary. Mrs. Hanselman moved that Mrs. Westgaard act as secretary. Mr. Marsicano seconded the motion.

Mrs. Westgaard moved that the meeting adjourn. Mrs. Hanselman seconded.

Respectfully submitted
Mary Westgaard, Secretary

A special meeting of the Daly City Library Commission was held on January 19, 1953 in the Daly City Library.

All members of the Commission were present.

The meeting was called by Mr. Sundermann to appoint a temporary Librarian and a temporary Assistant Librarian.

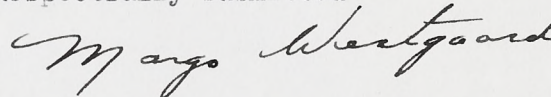
Mr. Marsicano moved that the Library Commission go on record as placing Miss Lorraine De Fanti, present Assistant Librarian, in the capacity of temporary Librarian at a salary of \$286.⁵⁰ a month retroactive to January 16, 1953. Mrs. Hanselman seconded the motion.

Mr. Carr moved that the Library Commission go on record as placing Mrs. Cecil Saarinen, present ~~Assist~~second Assistant Librarian, in the capacity of temporary Assistant Librarian at the current starting salary. Mrs. Hanselman seconded the motion.

Notification of this action was to be sent via registered mail to Mr. B.C. Ross, City Clerk, and Mr. Dan Anderson, City Administrator.

Mrs. Westgaard moved for adjournment, and Mr. Carr seconded.

Respectfully submitted

A handwritten signature in cursive script that reads "Margo Westgaard". The signature is written in dark ink and is positioned above the typed name.

Margo Westgaard, Secretary

The regular meeting of the Daly City Library Commission was held on February 11, 1953 at 8 o'clock in the City Hall. All members of the Commission were present with the exception of Mr. Jack Marsicano who was absent because of illness.

Minutes of the last regular meeting were read and approved as read.

Minutes of the last special meeting were read. A correction was made by Mr. Sundermann in the amount of the temporary Librarian's salary. The amount was corrected from \$286.00 a month to \$286.52 a month. The minutes were approved as corrected.

and the effective date of the increase be Jan. 19 inst. of Jan. 16.

Mr. Sundermann presented a bill for .60 for registering of two letters. Mrs. Hanselman moved to allow payment, Mr. Carr seconded. Mr. Sundermann will contact Mr. Anderson regarding the method of payment.

The report of the temporary Librarian was accepted and filed.

Mr. Sundermann presented the financial statement given him by Mr. Anderson showing the Library's financial assets as of January 1, 1953.

she made with

Mrs. Hanselman reported on the visit by Mrs. Sundermann, and Mrs. Westgaard to the South San Francisco library as guests of Mr. Weller.

Letter was read from the City Attorney Mr. Blum to the effect that he had not yet received from the Commission notice of the time and place of their regular meetings. Mr. Carr moved that the Commission send notification of same, and Mrs. Hanselman seconded the motion.

Under new business the Commission considered in some detail a letter of recommendations from Miss De Fanti with regard to requests for service which should be made to the County Librarian for the next fiscal year. Since these requests are to be made very shortly in time for inclusion in the budget which is being prepared now Mr. Sundermann suggested that the Commission hold a special meeting on Tuesday February 17, 1953 at 8 o'clock in the City Hall. Mr. Sundermann is to ask Miss De Fanti to attend this meeting.

Mrs. Westgaard moved for adjournment, and Mrs. Hanselman seconded.

Respectfully submitted

Margo Westgaard

Mr. Weibel didn't attend because of illness.

A special meeting of the Daly City Library Commission was held at the City Hall on February 17, 1953. The special meeting was called by the President, Mr. Sundermann to analyze and discuss budget requests to be presented to the County Librarian for the fiscal year, 1953-54. All members of the Commission were present.

After considering in detail Miss De Fanti's recommendations to the Commission for 1953-54 budget requests to the County, the Commission decided to request additional information from the County Librarian. Mr. Marsicano moved that we send a communication to the San Mateo County Librarian requesting additional information that we must have before we can present a budget request to the County. See letter attached. Members of the Commission formulated the statements made in this letter. Mr. Marsicano also moved that we urge a quick reply to our letter. Mr. Carr seconded and the motion carried unanimously.

Mr. Sundermann brought up the question of relationship of the Library Commission to the Civil Service Commission. There was discussion on this point, especially with regard to the place of the Library Commission in hiring personnel for the library.

Mr. Carr suggested that we hold open a date for another special meeting to consider the County Librarian's answer to our letter.

Mrs. Hanselman moved for adjournment, and Mr. Carr seconded.

Respectfully submitted

Marg. Westgaard

CITY OF DALY CITY

CALIFORNIA

OFFICE OF
CITY LIBRARIAN

February 18, 1953

6351 MISSION STREET
PLAZA 5-0327

Miss Clara B. Dills, Librarian
San Mateo County Library
Redwood City, Calif.

Dear Miss Dills:

We are studying the recommendations made by Miss De Fanti to the Library Commission with regard to requests for books and services from the County Library for the coming fiscal year. We find we need additional information before we can submit these requests to you, and before we can begin work on our own budget.

Can you tell us the amount and disposition of any unused county Daly City library funds that have been held over from one fiscal year to another?

We hope to add a full time second assistant to the staff of the Daly City Library. What amount of money would the County Library contribute toward the salary of such a position? This would be in addition to present salary contributions which the County Library now makes.

How many new books, fiction and non-fiction, may we expect to receive from the County Library during the next fiscal year? The Library needs the latest edition of the World Book and of Compton's. Would the County Library be willing to buy these for us? How much of your book budget could you allocate for the Daly City Library?

Since the City of Daly City has appointed a Library Commission to handle all matters pertaining to the library, please direct all communications regarding personnel, policy, and budget to:

Daly City Library Commission
Attn: Mr. Henry Sundermann, President
10 Guadalupe
Daly City, Calif.

We would appreciate your prompt attention to this request since we will begin work on our own budget very shortly.

Very truly yours,

Henry Sundermann, President
Margo Westgaard, Secretary
Daly City Library Commission

Special Meeting of the Daly City Library Commission was held on March 24, 1953 at the City Hall. All members were present. The purpose of the Special Meeting was to interview applicants on the eligibility list compiled by the Board of Review for the position of Assistant Librarian. The meeting might also consider other matters pertaining to the operation of the library.

The Commission met and talked with Miss Frances Nier, Mrs. Velma Yule, Mrs. Herberta Turley, Mrs. Cecil Saarinen, and Mrs. Beatrice Keith.

The Commission reconvened its meeting at 9:00PM.

Mr. Carr moved that the Library Commission go on record as recommending that Miss Nier receive the appointment as Assistant Librarian at the current starting salary.

Mrs. Marsicano seconded the motion, and it passed unanimously.

The Commission drafted a letter to Mr. Andersen forwarding the Commission's recommendation.

The Secretary was also instructed to write another letter to Mr. Andersen requesting supplies which we asked for in our letter of November 17, 1952, viz. 75 2c postal cards which havenot been received to date. We will also request some Library Commission stationery and legal size envelopes in this letter, asking the City Administrator to deliver the supplies to the Library Commission drawer in the file cabinet in Room 23 of the City Hall.

Mr. Sundermann reported to the Commission on his talk with Miss DeFanti regarding the budget item "Materials and Supplies", the position of the picture file, and the cleaning of the back room. Mr. Sundermann offered to get an interpretation from Mr. Andersen on "Materials and Supplies".

Mr. Marsicano will contact Mr. Blum the City Attorney and ask him to be present at the next Special Meeting to clarify several legal matters for us. The date of this Special Meeting is to be at Mr. Blum's convenience. Tuesday March 31st, or Thursday, April 2d were suggested dates. When Mr. Marsicano has made the arrangements for the meeting with Mr. Blum Mrs. Westgaard is to send a confirming letter to Mr. Blum to his office at #2 Pine Street.

Mrs. Westgaard moved for adjournment, and Mrs. Hanselman seconded.

Respectfully submitted

Margo Westgaard
m. H.

The regular meeting of the Daly City Library Commission was held March 11, 1953 at the City Hall. All Commission members were present.

Minutes of the last regular meeting were read. Mr. Marsicano suggested that there be an addition to read "and the effective date of the increase in Miss DeFanti's salary be January 19, instead of January 16". The minutes were approved as corrected.

Minutes of the last Special Meeting held February 17, 1953 were read. The letter drafted at this meeting to Miss Dills was also read. The minutes of the special meeting were approved as read.

Report of the librarian giving circulation statistics for the month of February 1953 was read. There was also a statement from the librarian on books and services received from the County during the month of February. The librarian also stated that she would be most happy to meet with the Library Commission and discuss the budget for the next fiscal year. Mrs. Hanselman moved that the Commission write Miss DeFanti a letter to the effect that we would be very glad to meet with her and discuss the budget. The Commission decided to request Miss DeFanti to submit recommendations on the following budget items:

- Materials and supplies
- Stationery, printing, office supplies
- Dues and meeting
- Books and binding
- Periodicals
- Equipment

Mr. Carr seconded the motion, and it carried unanimously.

Mr. Andersen's memo to Miss DeFanti calling for budget requests by March 30th was read. In order to meet this deadline the Commission decided to meet in a special meeting on Wednesday, February 18, 1953. If Mr. Sundermann has not received a reply from Miss Dills by Monday 16th Mrs. Westgaard is instructed to call her.

Invitations from the San Mateo City, and San Mateo County Library to Library Week celebrations were read to the Commission.

Under New Business the Commission started on its budget deliberations. Information at hand was not sufficient. Mr. Marsicano undertook to see Mr. Blum regarding the possibilities of setting up a separate Library Fund, and the type of resolution to be presented to the Council to achieve this. Mr. Sundermann will see Paul Selmi, City-Treasurer about total assessed valuation of Daly City, amount of revenue brought in by City Library Tax, insurance, and population. Mr. Sundermann, Mr. Carr, and Mr. Marsicano will visit Mr. Weller of the South San Francisco Library Board to find out how they manage their Library Fund. Mr. Sundermann will likewise contact the Building Inspector so they may inspect the building, and foresee any repairs which may have to be included in the budget.

Mr. Carr moved that we adjourn. Mrs. Hanselman seconded the motion.

Respectfully submitted,

Special Meeting of the Daly City Library Commission was held on Wednesday, March 18, 1953 at the City Hall. All Commission members were present. This meeting was held to continue deliberations on the new budget.

Letter was read from Mr. Andersen reporting appointment of Miss DeFanti as librarian and enclosing the eligibility list for Assistant Librarian compiled by the Board of Review. Mr. Andersen requests that the Commission recommend an appointee from the list.

Mr. Carr moved that we notify the five applicants to appear before the Commission for an interview Tuesday, March 24 at 7:30 PM at the City Hall, Room 23. Mr. Marsicano seconded the motion, and it passed unanimously.

Mr. Carr also moved that we write to Mr. Andersen assuring him that we will notify the City Council of our recommendations regarding Miss DeFanti's permanent appointment within the period prescribed in his letter. This letter is also to advise him that we will interview the five on the eligibility list, and will recommend one of them for the position of Assistant Librarian. Mrs. Hanselman seconded, and the motion passed unanimously.

The secretary will draw up a calendar to remind Commission to recommend on the permanent appt. at its July meeting.

Mrs. Westgaard read Miss Dills letter of March 18, 1953 in reply to our budget request letter of February 18, 1953. The Commission requested that the secretary acknowledge Miss Dills' letter.

Mr. Sundermann reported on his inspection tour with Mr. Hofmann, the Building Inspector. There is an untidy workroom which Mr. Sundermann would like the Commission to see.

The Secretary read Miss DeFanti's budget recommendations to the Commission. It was decided that Mr. Sundermann should get an interpretation of Budget Line Item 2 "Materials and Supplies" from Miss DeFanti.

Mrs. Hanselman moved that we adjourn our meeting for an inspection tour of the library. Mrs. Westgaard seconded the motion.

Respectfully submitted

Calendar of meetings.

The regular monthly meeting of the D.C. Library Commission was held on April 8, 1953 at the City Hall. The meeting convened at 8PM at the City Hall. Minutes of the last regular, and the three special meetings were read, and approved as read. The Librarian's report for March 1953 was accepted and filed. Letter was read from Mr. Weibel, and Mr. Marsicano moved that we write him and ask him to meet with us at our next regular meeting on May 13, 1953 at 7:30 to discuss the matter in his letter. Mrs. Hanselman seconded. The motion passed unanimously.

The resolution setting forth the time and place of L.C. meetings was read to the Commission. Mr. Marsicano moved the adoption of the resolution, and Mr. Carr seconded. The Secretary called the roll. The resolution passed unanimously. Mr. Marsicano moved that we request Mr. Andersen to buy us a Resolution Book. Mr. Carr seconded. Request legal size, loose-leaf binder with alphabetical guides. Mr. Carr moved that we requisition Mr. Andersen to purchase a legal size brief case for the use of the Commission Secretary in transporting minutes and letters. We recommend the type with the disappearing handles. Ask him to deposit in our drawer. Mrs. Hanselman seconded, and the motion passed unanimously.

Mr. Carr reported on the amount of revenue which 3 mills would bring in. There was need for a further meeting with Mr. Andersen for clarification. Mr. Carr also reported on progress of plans for the library (i.e. reorganization). Mr. Sundermann reported on his meeting with Ingersoll to discuss possibilities of adding to the present building. Possible to add a section 35 by 12- concrete walls- on each side. Estimated cost 20,000.00 Chimney could be torn out from work room. Mr. Sundermann also reported on his meeting with Henry Doelger on April 7th. He suggested that the Westlake Branch might be erected on part of the 10 Acres to be set aside for a park. Mr. Marsicano reported that it is not possible to pay the secretary according to Section 22213 of the State Code. Mr. Marsicano moved that we include an item in our next budget in the amount of \$144.00 for extra clerical help for the commission. Mrs. Hanselman seconded, and the motion passed unanimously. Mr. Marsicano moved, and Mr. Carr seconded that we hold a special meeting for the purpose of further discussion of the budget, and to consider the purchase of an addition to the card catalog, and shelf list. Mr. Sundermann will ask Mr. Andersen to have the library account posted to date before our next special meeting, and ask him to furnish him with the cost of insurance, telephone, gas, electric, water, janitor, and salaries. The Secretary is to phone Miss DeFanti and ask her if she needs extra equipment and request the salesman to leave a catalog for the commission's use. Mrs. Hanselman moved for adjournment, and Mrs. Westgaard Seconded. Motion passed unanimously.

Respectfully submitted.

A Special meeting of the Daly City Library Commission was held at the City Hall on April 2, 1953. All commission members were present. The purpose of this special meeting was to seek legal advice from the City Attorney Mr. Frank Blum, who was present, and to consider other matters pertaining to the operation of the library.

The Commission first discussed with Mr. Blum the details of setting up an independent Library Fund. Mr. Blum advised this was entirely possible and outlined the operation of such a fund. This fund must be under the City-Treasurer, but the Commission may draw up its own warrants for presentation to the City Treasurer. The only limitations on such a fund are those set by law and by the Council on the tax rate. There can be no transfers from a separate Library Fund to the General Fund, or from the General Fund to the Library Fund. Mr. Blum assured the Commission that he would set up the Library Fund as a separate fund after the Commission submits its budget for fiscal 53-54. He advised the Commission to consult with the City Clerk on the form of voucher to be used by the Library Commission.

Mr. Blum gave the following information on the drawing up of Resolutions.

1. Advised the Commission to keep a Resolution Book.
2. Recommended numbering each Resolution, and compiling an index giving number of subject of Resolution.
3. A Resolution should be adopted as follows;
 - a. Resolution is read at a regular meeting
 - b. A Commission member moved for adoption of the Resolution
 - c. The motion must be seconded
 - d. The Secretary calls the roll recording each Commissioners vote.
 - e. A Commissioner may pass his vote

Mr. Carr asked the City Attorney about hiring of temporary help. Mr. Blum advised this should be done through the City Administrator. After Mr. Blum left the Commission returned to budget discussions. Mr. Marsicano moved that we buy an addition to the card catalog as requested by Miss DeFanti. Mrs. Hanselman seconded the motion which passed unanimously. The President instructed the Secretary to write a letter to Mr. Andersen requesting him to purchase this since we are in dire need of an additional space in the card catalog.

The Commission spent some time in discussing future library developments in the present building and the developing of plans for a branch in Westlake. The president agreed to contact Henry Doelger about possibilities of a library branch in Westlake. He will also contact Mr. Ingersoll about cost of an addition to the present building.

Mr. Marsicano will contact Mr. Blum about legal possibilities of compensating the Commission Secretary.

Mr. Carr said he would compute the amount of revenue which a 3 mills tax would bring.

Mr. Marsicano and Mr. Carr said they would both attend the next Council meeting.
Mr. Carr moved for adjournment, Mrs. Hanselman seconded.

Respectfully submitted
Margo Westgaard pm A

Special meeting of the D.C. Library Commission was held on April 22, 1953 to consider purchase of some extra catalog cabinets from funds remaining on the 52/53 budget. Since Miss DeFanti had not yet seen the Gaylord salesman action on this was postponed until the next regular meeting.

The Commission drew up the following budget to be presented to the City Council. It was based on the assumption that total city revenues would probably be 21,000,000.00/ and that according to Section 22663 of the State Code the total library ~~could~~ tax could not exceed 15.44cts

See copies attached.

Mrs. Hanselman moved for adjournment. Mr. Carr seconded, and the motion passed unanimously.

Respectfully submitted

Margo Westgaard

CITY OF DALY CITY

CALIFORNIA

OFFICE OF
LIBRARY COMMISSION

CITY HALL
DALY CITY, CALIF.

The regular meeting of the D.C. Library Commission was held on May 13th in the Committee Room of the City Hall. All members were present. Minutes of the last regular meeting were approved as corrected (addition of the phrase of city land to Mr. Sundermann's report). Minutes of the last special meeting of April 22d were approved as read.

The Librarian's report was accepted and filed.

Mr. Carr reported that Miss DeFanti wants a new encyclopedia for the library.

Mr. Marsicano moved and Mrs. Westgaard seconded a motion to instruct the librarian to purchase same, and to request her to mail the bill directly to the City Administrator.

Mr. Carr gave a progress report on the rearranging of the library.

Mr. Marsicano said that he would contact the City Attorney Mr. Blum with regard to the following matters:

1. drawing up new by-laws;
2. changing the hours of the library
3. procedure for changing the working hours of the library staff members
4. drawing up the appropriate documents to enable the commission to take over the administration of the library budget

Old Business

The Commission considered Miss DeFanti's request of April 23, 1953 for additional card catalog units. Mrs. Hanselman moved that we notify her to purchase one #3515 card catalog cabinet at 123.00 and 2 #3510 card catalog cabinets at 101.00 each.

Mr. Marsicano seconded the motion. It carried unanimously. Mr. Carr will phone Miss DeFanti and tell her to get a purchase order from the City Administrator.

Mr. Marsicano moved that Mr. Sunderman call on Mr. Andersen and clarify the working hours of Mrs. Cecil Saarinen. Mr. Carr seconded and the motion carried unanimously.

The president Mr. Sundermann suggested that the agenda for the next regular meeting include discussions of and planning for a story hour program to be instituted by the library. He also instructed the secretary to prepare an agenda for him of all matters to be discussed at the June meeting.

Mrs. Hanselman moved for adjournment and Mr. Carr seconded.

Respectfully submitted



Margo Westgaard, Secretary

The regular monthly meeting of the Daly City Library Commission was held on Wednesday, July 12, 1953. Mr. Wayne Carr was absent. Minutes of the last regular and special meetings were read and approved as read.

The Librarian's report for the month of July was read and filed.

Reports:

The Secretary read a letter from Miss Dills, County Librarian requesting information on the distribution of the \$440.00 monthly salary allotment to Daly City Library employees.

Mr. Sundermann reviewed briefly the discussions which the Commission has had on this subject prior to the receipt of Miss Dills's letter.

It was first decided to divide the \$440.00 equally between Miss Neir and Mrs. Saarinen. Mr. Andersen agreed to this. Then at the special meeting the question of retaining Mrs. Plummer on the county salary classification came up, and it was decided to request Miss Dills to issue three checks. Mr. Andersen's letter of July 31, 1953 was received. This pointed out that if Miss Neir and Mrs. Saarinen were paid solely by the county they would lose some of the benefits of city employees.

Mr. Sundermann told of Mr. Ross's suggestion that the County Librarian send a monthly cheque for \$440.00 to the City Treasurer. This would not solve the problem of keeping Mrs. Plummer on the county payroll.

Mrs. Westgaard moved that we write a letter to Miss Dills in reply to her letter of July 22, 1953 as follows:

"We have received a letter from the City Administrator Mr. Dan Andersen as follows:

"A problem has arisen with the employees in the Library since the Commission made arrangements with the County for payment of salaries. The oversight... is in the benefits available for city employees that are not made available when they are paid by the County"

In view of the above we would appreciate it if the county would pay the salary of Mrs. Plummer for 64 hours per month, and send the balance of the \$440.00 a month directly to the City Clerk Bert C. Ross to be applied as the county contribution to the Daly City Library employee salary fund. Will you please advise us of the hourly rate of pay for Mrs. Plummer. A copy of the letter to be sent to B.C. Ross, Treasurer, and D. Andersen City Administrator.

Mr. Marsicano seconded the motion, and it passed unanimously.

Mr. Marsicano moved that we write a letter to Miss DeFanti directing her to send Mrs. Plummer's working time directly to the county and requesting her to use Mrs. Plummer for no more than 64 hours per month, and for specialized work with children. Mrs. Hanselman seconded the motion, and it passed unanimously.

Mr. Marsicano moved that we write a letter to the Council as follows: Please refer to our letter of March 26, 1953 in which we recommended that Mrs. Saarinen, who was acting assistant librarian at that time, be continued in her duties until the newly appointed assistant librarian Miss Neir had familiarized herself with the library and her duties. The Commission feels at this time, as there is need for a second assistant librarian, that the Council should notify the Civil Service Commission to designate Mrs. Cecil Saarinen as a permanent second assistant librarian at the starting salary of \$231.00 per month effective as of August 15th. Mrs. Saarinen is now on the Assistant Librarian eligibility list compiled by the Board of Review.

Mrs. Hanselman seconded the motion, and it passed unanimously.

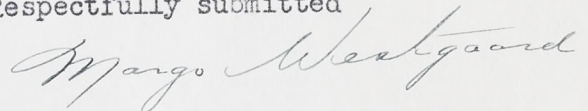
At the next meeting Mr. Sundermann suggested that we take up the matter of amending by-laws.

Mr. Marsicano moved that inasmuch as Sept. 9 is a holiday, and many of us will be out of town, our next regular meeting be held on Wednesday Sept. 16th. Mrs. Hanselman seconded the motion, and it passed unanimously.

Mrs. Westgaard told the Commission of the request Mrs. Keith had made to her by telephone to give the employees she relieves at the dinner hour a two hour break, instead of a break of one hour and a half. Commission wants to abide by the ~~sch~~edule of hours.

Mr. Marsicano moved for adjournment, and Mrs. Westgaard seconded, and the motion passed unanimously.

Respectfully submitted

A handwritten signature in cursive script that reads "Margo Westgaard". The signature is written in dark ink and is positioned above the typed name and title.

(Mrs) Margo Westgaard, Secretary
Daly City Library Commission

The regular meeting of the Daly City Library Commission was held on July 8 at 8PM in the Council Chambers of the City Hall.

All Commission members were present.

The minutes of the last regular meeting were approved as read.

The Librarian's report for the month of June 1953 was read, accepted and filed.

The Librarian's reply to the Commission's letter of June 14 requesting names and addresses of all part time help employed in the library was read and filed.

Since this letter also included notification to the Commission of vacation plans for Miss DeFanti and Mrs. Saarinen Mr. Marsicano moved that we write her as follows:

We will grant her a 2 week vacation from August 3-August 15, and an additional week vacation from August 17-August 22 in lieu of overtime as specified in her letter of June 24, 1953. In future any overtime work should be reported daily to the Commission President with the specific reason for said overtime. Copy of this letter is to be sent to the City Administrator. He dictated the following to be incorporated in the above mentioned letter.

Regarding the vacation relief we are seemingly in the dark. You suggest Mrs. Keith and Mrs. Yule as substitutes for the period. However you have not informed us what hours these substitutes are to be available. During our interview with both the above named we understood that they would only work part time. In view of these circumstances, and until you notify Mr. Henry Sundermann, President of the Library Commission the hours they will be available we cannot tell you how to employ this vacation relief. In connection with the training period we feel that 1 week's time is sufficient. Since you are commencing your vacation on August 3d, we suggest that the training period begin on July 27th.

Mrs. Hanselman seconded the motion, and it passed unanimously.

Reports.

Mr. Carr reported on his meeting with the librarians. Mrs. Hanselman moved that we write Miss DeFanti a letter asking her for a full report on the story hour held Saturday June 17th. Ask her cooperation in forwarding to us any ideas she or her staff may have for improving the story hours.

Mrs. Westgaard seconded the motion, and it passed unanimously.

Mr. Carr moved that Mr. Sundermann talk to the City Attorney to find out if Miss DeFanti's probationary period can be extended or deferred for a period of time, and what action we should take to obtain such a deferrment or extension.

Also we want to know if we can call for an exam, open to statewide participation, if it can be a librarian's exam for the position of head librarian so we can reestablish a list of eligible people to call on should the need arise.

Mrs. Hanselman seconded the motion, and it passed unanimously.

Mr. Sundermann reported on the publicity releases regarding the new hours of the library.

Mr. Carr will report definitely next meeting on the reorganization of the library

New Business

Mr. Marsicano moved that we defer election of officers until our next regular meeting August 12th, or a special meeting which may have to be called July 17th at 8PM due to the fact that the budget has not been approved yet, and a reappointment has still to be made. Mr. Carr seconded, and the motion passed unanimously.

Mrs. Hanselman moved for adjournment, and Mrs. Westgaard seconded.

Respectfully submitted
Margo Westgaard, Secretary *Margo Westgaard*

TELETYPE NO. 604-132 U.S.A.

The regular meeting of the Daly City Library Commission was held on June 10, 1953 at 8 PM in the Council Chambers of the City Hall.

All Commission members were present.

Minutes of the last regular meeting were approved as read.

The Librarian's report was accepted and filed.

New Business

Letter from the librarian enclosing her proposed work schedule which the Commission asked her to draw up. A substitute schedule prepared by Mr. Marsicano was introduced. This seemed more acceptable to the Commission.

The Library Commission's letter of June 8, 1953 addressed to the City Council regarding our intention to pass a resolution to change the library hours was read to the Commission. This letter was composed by the City Attorney in addition to the Resolution which was next read. The third exhibit was Mr. Andersen's reply to the Commission letter of June 8, 1953. This stated the Council's position to the proposed change of hours.

Mrs. Hanselman introduced the above mentioned Resolution for the Secretary to read.

Mr. Carr moved the adoption, and Mrs. Westgaard seconded. A roll call vote showed unanimous approval. The motion included the instruction that a certified copy of the Resolution be sent to the Librarian in addition to the copies usually sent to the City Attorney and the City Council.

Mr. Marsicano moved that the daily work schedule for the personnel of the library as drawn up by the Commission be put into practice July 1, 1953. Mr. Carr seconded the motion and it passed unanimously. (Copy of the schedule is in the Commission's Personnel File) The Secretary was instructed to send the certified copy of the Work Schedule with the Certified Copy of the Resolution to the librarian.

Mr. Sundermann will be responsible for handling publicity on the new hours in the Daly City Record, Westlake Journal, and the Progress for a period of three weeks.

Mr. Carr moved that we write the City Administrator asking him to have the sign changed on the front door on June 30th. Mrs. Hanselman seconded and the motion passed unanimously.

Story telling program. Mr. Carr reported on his talk with Mr. Mason. He was asked to talk to the librarians in a group to explain the program which we want to institute in cooperation with Mr. Mason.. Mr. Carr will report back to Mr. Sundermann.

Mr. Marsicano reported that it is possible for us to loan books to districts such as Garden City and Broadmoor if we receive remuneration for the service.

With regard to sending a Commissioner to the A.L.A. Convention, it is now too late to request the Council for expenses for either a commissioner or the librarian.

Mr. Marsicano proposed that we do nothing about taking over funds until our new budget has been approved.

The changes in our by-laws which must be made should be done by amendments.

Mr. Marsicano will study the matter further and advise again next meeting.

Mrs Hanselman reported on the Trustee meeting that she attended with Miss DeFanti and Mrs. Westgaard. Mr. Sundermann thanked her for her excellent summary of the meeting and the talk and for her attendance at same.

Mr. Carr moved that we write a letter to Miss DeFanti requesting the names and addresses of people she uses for part-time help.

Mrs. Hanselman seconded and the motion passed unanimously.

Mr. Carr made another progress report on the rearrangement of the library. He will have plans completed by next meeting.

Mrs. Westgaard moved for adjournment and Mrs. Hanselman seconded.

Respectfully submitted

Margo Westgaard

Margo Westgaard, Secretary

A special meeting of the Daly City Library Commission was held on Friday, July 17, 1953 for the purpose of: X. electing officers, meeting with the City Auditor, meeting with the Civil Service Commission to discuss waiving of the residence requirement clause for the examination of head librarian. Mr. Henry Sundermann President called the meeting to order. All Commission members were present.

Mr. Carr moved that we take up the matter of electing officers as the first order of business. Mr. Marsicano seconded the motion and it carried unanimously.

Mr. Westgaard nominated Mr. Sundermann for President. Mr. Marsicano seconded and also added to the motion that Mrs. Westgaard be renominated for Secretary. The remaining Commission members concurred in this addition to Mrs. Westgaard's motion. The incumbent President and Secretary were unanimously reelected.

The Commission met with the City Auditor Mr. Thielmeyer and discussed with him at length the advantages and disadvantages of separating from the General Fund for the coming fiscal year. He informed the Commission of the following matters:

1. Library salaries were set by the Council in accordance with the findings of a survey conducted at the request of the Civil Service Commissions of several counties. This survey set up schedules for each dept. of a municipality. These were recommended schedules and the Council did not follow them exactly.
2. If the Commission should separate from the General Fund payment of bills would be as follows:
 - a. Commission forward to the City Clerk a Resolution listing the bills to be paid, and authorizing payment. (his recommended procedure)
 - b. City Clerk prepares warrants for our signature and returns them to the Commission for signing and forwarding to the vendor.
3. He advised the Commission to keep track of its encumbrances even tho' bookkeeping records were still maintained by the City Clerk
4. He assured the Commission that whatever funds were left over in the Commission's book budget at the end of the fiscal year would remain in that budget.
5. He advised the Commission that if it separates from the General Fund it would have to budget on present cash balance in library budget until the tax receipts are in in December. If it does not separate from the General Fund its spending can be based entirely on its approved budget.
6. Advised the Commission to keep track of encumbrances by requesting the librarian to send all requisitions to the Commission for approval.

After thorough discussion of the above the Commission decided it was not advisable to separate from the General Fund for this fiscal year.

Mr. Carr moved that we send the librarian a letter requesting her to send all requisitions for all expenditures to the President, Mr. Henry Sundermann, 10 Guadalupe Street, Daly City. (and all matters pertaining to personnel) This does not apply to emergencies pertaining to the building which should be taken up directly with the City Administrator Mr. Andersen. Mrs. Hanselman seconded the motion and it carried unanimously.

The Commission then met with the Civil Service Commission and requested that an immediate examination be held for the position of head librarian for the purpose of establishing an eligibility list. The Commission presented reasons why the residence clause should be waived and the C.S. Commission agreed. The CSC advised that the probationary period of 6 months could not be extended, but that employees appointed from August one would have a 12 month probationary appointment. The CSC also told the Library Commission

that it was free to advertise the examination in whatever way it chose. Letters regarding permanent appointments should be directed to the City Administrator.

After the Library Commission reconvened to its special meeting Mrs. Westgaard moved that we write Mr. Andersen a letter advising him that the Civil Service Commission of Daly City had accepted our request presented to them in our meeting with them on Friday, July 17th to hold an immediate examination for the position of head librarian open to statewide applicants. Mr. Carr seconded the motion, and it passed unanimously.

After a careful reading of the Librarian's letter of July 15th Mr. Carr moved that we write her a letter thanking her for her letter of July 15th and as follows: The Library Commission has reviewed your letter and hereby requests you and your staff to meet with the Commission in the Council Chambers of the City Hall at 9 PM on July 28th to discuss this and other matters.

Mrs. Hanselman seconded and the motion passed unanimously. It was decided if these arrangements could not be made that the Commission should meet with the librarian on July 22d at 8PM. Mr. Sundermann was to phone the request on Saturday July 28th, and the Secretary was to confirm the request by letter in the following week.

Mrs. Hanselman moved for adjournment, and Mrs. Westgaard seconded and the meeting adjourned at 11:45 PM.

Respectfully submitted

Margo Westgaard
(Mrs) Margo Westgaard, Secretary

The regular monthly meeting of the Daly City Library Commission was held on Wednesday, September 16, 1953 at 8 p.m. Mrs. Margo Westgaard and Mr. Jack Marsicano were absent.

The minutes of the last regular meeting were read and approved as read.

REPORTS:

A very fine progressive librarian's report was read with circulation up to 4213 for August.

A requisition for juvenile and adult books received from Sather Gate Co. was read for the amount of \$303.69 and will be forwarded to Dan Anderson.

The time schedule for the part-time library help was read with Jane Kieth working 52 hours, Rosamond Plummer 37 hours, and Velma Yule 97 hours.

Due to the absence of two commission members, the amending of the by-laws and appointing of various committees was postponed until a later date.

Mr. Sundermann explained that the probationary period has been extended to 12 months for all Civil Service employees. It is retroactive.

After some discussion, a motion was made by Mr. Carr, seconded by Maude Hanselman, that Mr. Sundermann ask Dan Andersen to have the library rest room cleaned and painted. This motion passed unanimously. A personal investigation was made by the board.

As only two applications for the librarian examination are in, it was moved by Mr. Carr and seconded by Maude Hanselman that a letter be sent to Dan Andersen asking the Civil Service Board to extend time for another 30 days. Motion passed unanimously.

Mr. Carr showed some very complete plans for a change in the library set-up. All present agreed they looked very good and it was decided to have a get-together meeting with the library staff, if possible, on Wednesday, September 23, 9 p.m. at the library. Mr. Sundermann is to contact the librarian.

The Board was happy to have Mr. Monty Dayton, of the Record, present at our meeting.

A motion was made by Mr. Carr, seconded by Maude Hanselman that the meeting be adjourned. The motion passed unanimously.

Maude Hanselman
Maude Hanselman
Acting Secretary

The Daly City Library Commission held a special meeting on Wednesday, September 23, 1953, 9 p.m. at the library, for the purpose of discussing rearranging the library with the library staff. Board members Margo Westgaard and Jack Marsicano were noted absent.

Lorraine Rollandi, Frances Nier, Mrs. Plummer and Cecil Saarinen of the library staff were present.

Mr. Carr explained, in detail, the new set-up for the library and showed a plan he had worked out. After a lengthy discussion by all, and as the staff seemed to be agreeable to the change, Mr. Carr moved that we adopt his plan for rearranging the library. It was seconded by Maude Hanselman and passed unanimously. Mr. Sundermann thanked Mr. Carr for his work on this project and appointed him chairman. The change is to be made as soon as arrangements are ready.

There being no further business to come up at this special meeting, it was moved by Maude Hanselman, and seconded by Mr. Carr that we adjourn. It was passed unanimously.

Maude Hanselman
Maude Hanselman
Acting Secretary

The regular monthly meeting of the Daly City Library Commission was held on October 14, 1953 at 8PM in the Conference Room of the City Hall.

All Commission members were present. The minutes of the last regular, and the last special meeting were approved as read.

The Librarian's report of Sept. 1953 was accepted and filed

Reports

Mr. Carr's report on reorganization of the library

He will see Dan Anderson about getting moving help during the week, instead of during the week-end. This would expedite the move. He brought up the matter of the state of the foundation under the back part of the library. Mr. Sundermann advised that he had inspected the foundation under the future stack area with the Building Inspector Mr. Hopman. They had found it adequate for the new load. Mr. Sundermann said he would undertake to contact Mr. Anderson with regard to this help.

Mr. Rollandi made the following suggestions with regard to the best possible dates for moving so that library services need not be interrupted more than necessary:

1. Avoid moving Oct. 22d and Oct. 27th for they are scheduled story hours.
2. Complete moving before Children's Book Week which begins Nov. 15th.

Other reports

Mr. Sundermann took Dan Anderson to see the Ladies' Rest Room at the library. Mr. Anderson said it would be cleaned up, and also the backyard. Mrs. Rollandi reported they had begun to clean up the backyard today.

Report on Applicants for the Examination for Head Librarian Eligibility List

There are three applicants to date.

Report on Delinquent Borrowers Detail

Mr. Carr had been on a detail with an officer trying to collect books from delinquent borrowers.

He suggested that we send the list out more often than once a year. Many of the borrowers had moved. Mrs. Rollandi reported that the officers cannot collect money for books that are lost, and that lists are made up more often than once a year.

Mr. Marsicano suggested contacting the Water Dept. to find the address of those who have moved. This should be done as soon as the overdue notice is returned undelivered to the library.

Mrs. Rollandi reported on the library's system of sending overdues:

1st notice is sent one week to 10 days after overdue date

2d notice is sent " " 1st notice

3d notice " " 2d "

Finally a letter is sent after a similar interval.

The librarians assured the Commission lost books would decrease because the sending of overdues has been systematized.

Mr. Sundermann asked her to bring to the next meeting samples of overdue notices and letters.

It was suggested that before compiling the next list for the police dept. the names and addresses should be checked with the telephone book.

Communications

Mrs. Rollandi's letter of October 8, 1953 requesting permission for Mrs. Plummer and herself to attend the California Library Association Conference on Reading to be held in Stockton November 12th and 13th.

Mr. Marsicano called Mr. Blum to ascertain if the Commission could legally send Mrs. Plummer who is a County employee.

Mrs. Westgaard will contact Mr. Anderson to find out the regulations regarding travel vouchers.

Mr. Marsicano moved that the Commission delegate Mrs. Rollandi, Mrs. Plummer, and Mrs. Hanselman to attend the C.L.A. Conference on Reading at Stockton on

November 12th and 13th, and also delegate Mrs. Westgaard to attend the Conference on Thursday, Nov. 12th. Their expenses to be reimbursed from funds provided in the budget.

Mr. Carr seconded the motion, and it passed unanimously.

A complete report is to be furnished the Commission.

Mr. Carr offered his help in making the reservations.

New Business

Mr. Marsicano moved that requisitions for purchase of books or for minor supplies (under 20.00) be sent directly to the City Manager. A list of the titles of the books is to be sent to the Commission. We should write Mrs. Rollandi a letter forwarding these instructions which will supercede our previous instructions of July 22, 1953.

Mr. Carr seconded this motion, and it passed unanimously.

Mrs. Rollandi suggested that she send the Commission an itemized list of expenditures every month or so. with Mrs. Blum

Mr. Marsicano reported on his consultation with regard to changing our By-laws. It does not seem very necessary at this point.

Mr. Sundermann suggested that the Commission draw up an annual report, or a progress report for the City Council. We should get this to the Council by Nov. 21st. It should cover the 1st year of our operation. It should cover such matters as the new hours, personnel, re-organization plan, story-hours, clean-up, our study of county-city relationships, and our participation in the C.L.A. Reading Conference.

Mr. Carr moved that we hold our next regular meeting on November 10th. inasmuch as our rescheduled meeting day falls on a holiday.

Mrs. Hanselman seconded, and the motion was unanimous.

Mrs. Hanselman moved for adjournment, and Mrs. Carr seconded.

Respectfully submitted.

Mary Westgaard

The regular monthly meeting of the Daly City Library Commission was held on November 10, 1953 in the City Administrator's office at the City Hall at 8PM.

All Commission members were present.

Librarian's report for October was read and filed. This was a most encouraging report for the following reasons:

a) It showed the highest monthly circulation since the Commission has taken office.

b) It showed the highest number of new registrants, 158

This is probably due to the increased program with the D.C. Public Schools put into operation this fall.

Librarian's letter of Oct. 20, 1953 forwarding a list of titles recently bought from Sather Gate.

Librarian's letter of November 3, 1953 enclosing a copy of the time schedules for the part-time library help submitted to Mrs. Ross's office on Oct. 9 and Oct 30.

Librarian's letter of November 5, 1953 enclosing a sample of a letter which she recently sent to the following P.T.A. groups:

Mrs. EugHillside P.T.A. Mrs. Eugene Turney
Woodrow Wilson P.T.A. Mrs. Carlos Tydingco
General Pershing P.T.A. Mrs. George Naylor
Westlake P.T.A. Mrs. DeWitt Smith

This letter extends an invitation to the various P.T.A. groups to come to the library to see a display of childrens books.

Mrs. Plummer visited Crocker School once in October and once in November, six classes each time, informing the children of library services .

Mr. Sundermann's report on reorganization plans

He reviewed the planning that had gone forward on this project, and said the dates Oct. 28, 29, and 30th had been selected in consultation with City Adm. for the move. These dates were indicated in the article in the Record. The move had not come off. He asked Mr. Carr and the librarian for an explanation.

Mr. Carr reported that the day before the move was scheduled to begin the librarian had called him and advised him that if they move could not come off as scheduled it should be delayed until December. Mr. Carr delivered the plans to the City Administrator and said if the move could not come off as scheduled the librarian wanted it delayed until December.

Mrs. Rollandi reported that she was opposed to the reorganization plan, but that she did not know why the move had not been made as scheduled. She had expected the movers to arrive on the 28th.

The Commission does not want to postpone the move until December. Mr. Marsicano moved that we write Mr. Anderson stating that we will be willing to close the library the day after Thanksgiving and the 28th if necessary so that the furniture and equipment may be moved on those days. In the event the date is not available, please contact Mrs. Sundermann immediately.

Mrs. Hanselman seconded, and the motion passed unanimously.

If Mr. Anderson advises him that these dates are not open the move should be made the following week-end of Decmeber 4th and 5th.

Old Business

A letter from Mrs. Rollandi outlining the procedures in sending overdue notices, and enclosing the postal and letter overdue and borrowers' application.

Overdue Routines and Forms

Mr. Carr asked the librarian how long it takes to send overdues. She said it averaged one employee full time for two days a week. She detailed the procedure for him- she said this statement applies to current overdues.

She assured the Commission that before names are put on the police list they

will search

will check the phone book and call to see if the borrower still lives at that address. While personal contact is a good technique in recovering books, yet the Commission felt that the librarian's effort should end with the final letter the telephone contact, and the referral of the matter to the police dept(after due checking) or to the City Attorney for the collection of books from people who have moved to another county. Every effort should be made to find the address of people who have moved.

Mr. Carr moved that no employee of the library shall use his or her private car for business of the library at any time since the city would be jointly liable for any accidents resulting. Mrs. Hanselman seconded, and the motion passed unanimously. Mrs. Rollandi will advise Mr. Marsicano of the names of the borrowers who have moved to S.F. and he will forward to Mrs. Blum.

Borrowers' Application

The question of having the reference or guarantor sign the card was discussed at length. Mr. Sundermann asked Mrs. Hanselman and Mrs. Carr to act as a committee of two and bring in a recommendation regarding this form.

There were no communications to the Commission

Old Business

The following suggestions were made by Mrs. Hanselman for inclusion in the Annual Report which the Commission will present to the Council:

New hours for the library; Daily work schedule; Visits made by the Commission to other libraries, San Bruno, South S.F., Trustees meeting at the S.F. Public Library, Visited S.F. branches; Meeting with Miss Dills and Miss Ross; Meeting with Mr. Weibel; Meeting with the Civil Service Commission; Meeting with Mr. Blum; Interviewing the applicants who took the exam for Asst. Librarian; Story Hour; Reorganization plans; Hiring of the new librarian Mrs. Rollandi; Budget deliberations; Opening of our meetings to the public.

New Business

Mr. Carr mentioned that he had attended the testimonial dinner to Mr. Bodine. Mr. Bodine had told them of his large collection of papers and mementos pertaining to the history of Daly City. Could this be a possible source for a library display.

The librarian said there was no display case available. After reorganization has been carried out the Commission will consider this matter of a display case.

Mr. Carr moved that the meeting adjourn, and Mrs. Hanselman seconded. The motion was unanimous.

Respectfully submitted

Margo Westgaard
M. W.

1954

The regular monthly meeting of the Daly City Library Commission was held on January 13, 1954 at 8PM in the Conference Room of the City Hall. All commissioners were present, with the exception of Mr. Marsicano who was absent due to illness.

The minutes of the last regular meeting were approved as read.

The Secretary brought up the matter of the need for a postage fund to take care of commission correspondence. Mr. Sundermann will see Mr. Andersen about getting stamps for the secretary.

The librarian's report for December was read and filed.

Letter was read from Miss Dills by Miss Ross requesting us to present our budget requests by January 29, 1954. Mr. Sundermann moved that we acknowledge receipt of the letter and ^{request} assure the County Library that we would like the County Librarian or her representative to meet with us at our next regular meeting February 10th at 8PM to discuss Daly City budget requests. Mrs. Westgaard seconded the motion and it passed unanimously.

The librarian's letter of January 9th in reply to the commission's letter of December 28th. Mr. Carr moved that the librarian should continue the regular weekly work schedule as set up by the commission/ Mrs. Hanselman seconded and the motion passed unanimously.

Mrs. Westgaard moved that we request the librarian to present us with recommendations for a revised schedule and that when we have received said recommendations we meet with her to discuss them. It was decided to meet with her in a special meeting on Friday January 15th at 8PM at the library. Mrs. Hanselman seconded and the motion passed unanimously.

Mr. Andersen's letter of January 12, 1954 in answer to our requests of December 28th. This included the auditor's report on the library budget which was turned over to Mr. Carr for further study. Mr. Andersen advised the it was the responsibility of his office to check former employment and references of the library staff. Mrs. Westgaard therefore moved that we write Mr. Andersen asking him to forward to Mr. Sundermann the findings of the City Administrator's office on the letters of recommendation of the two assistant librarians who are serving their probationary period. Mrs. Hanselman seconded and the motion passed unanimously.

NEW BUSINESS

Mr. Sundermann drew the attention of the Commission to various matters at the library, viz. the broken window in the restroom, the back room. He suggested the Commission consider these matters when they meet in a special meeting at the library on January 15th.

OLD BUSINESS.

We will consider the matter of the typewriters later after we have gone over our budget.

Mr. Carr moved that we hold a special meeting for the purpose of interviewing each of the employees of the library. The secretary was instructed to send a Notice to the Daly City Library Staff to be posted on the library bulletin board requesting their presence for an interview on January 29th in the Conference Room of the City Hall. Mrs. Rollandi to appear at 8PM; Mrs. Plummer at 8:15PM; Miss Nier at 8:30PM, and Mrs. Saarinen at 9:00PM. Mrs. Hanselman seconded and the motion passed unanimously. Mr. Carr moved for adjournment and Mrs. Hanselman seconded.

The Daly City Library Commission held a Special Meeting at the library on January 15th. All Commissioners were present with the exception of Mr. Marsicano who was absent due to illness.

This Special Meeting was called for the purpose of reviewing present weekly work schedule and considering the revised schedule as presented by the librarian in her letter of January 15, 1954.

Mr. Carr moved that we accept the new changes in the weekly work schedule to go into effect January 15, 1954. Mrs. Hanselman seconded and the motion passed unanimously.

Mr. Carr moved for adjournment and Mrs. Westgaard seconded.

Respectfully submitted

Margo Westgaard
(Mrs) Margo Westgaard, Secretary *m. H.*

January 28, 1954

A special meeting was held on Jan. 28 to interview all the library staff and to meet with Miss Virginia Ross, County Librarian, regarding the county budget. Mr. Sundermann, Mrs. Westgaard, and Mr. Marsicano were noted absent, all being ill.

Miss Ross brought us a complete breakdown of the county budget for Daly City, explaining that direct expenditures and indirect services amounted to \$15,377 and that the tax rate paid by Daly City was \$14,549.

We suggested that as our town was growing and would pay more taxes that we could perhaps ask for more in the salary budget. Miss Ross suggested that we ask for \$550 per month in salary.

Mr. Carr acted as president and each employee of the library was interviewed in turn.

Maude Hanselman

Maude Hanselman
Acting Secretary

Feb. 2, 1954.

Minutes of the Daly City Library Commission special called meeting held in the Council Chambers of the City Hall on Feb. 2, 1954.

Meeting called to order at 8:05 P.M. by Mr Henry Sundermann Pres.

Roll call showed two Commission members absent. Mrs Hanselman and Mrs Westgaard.

Mr Carr was appointed acting secretary for the meeting.

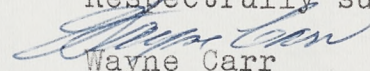
Being a special meeting to consider the recommendation of Mrs Rollandi to the permanent position of Librarian a motion was made by Mr Carr and seconded by Mr Marsicano to recommend to the City Council that Mrs Rollandi be appointed to the position of Librarian. The motion was passed and the acting secretary was ask to write a letter to the City Council with a copy to Mr Dan Anderson informing them of our action.

The second order of business of this special meeting was to consider the request made by Miss Ross in her meeting with the Commission on Jan. 28, 1954.

Miss Ross in going over the budget thought the County might allow a total of \$550.00 per month towards salary and ask that we write her if the Commission concured. A motion was made by Mr Marsicano and seconded by Mr Carr that we write Miss Ross and request that she put the figure of \$550.00 a month for salary in the budget. This motion was passed and the secretary was ask to write Miss Ross making this request.

A motion was made by Mr Carr to adjourn and seconded by Mr Marsicano. The motion passed and the meeting was adjourned at 8:45 P.M.

Respectfully submitted



Wayne Carr
Acting Secretary

The regular meeting of the Daly City Library Commission was held on February 10th in the Conference Room of the City Hall. All members were present with the exception of Mr. Marsicano who was unable to attend by reason of his wife's illness. Minutes of the last regular meeting were read and approved as read. Minutes of the special meetings held on January 15 and February 2d were read and approved as read.

The Librarian's report was read to the commission and showed the highest total circulation on record. It was accepted and filed.

Other Reports

Mrs. Hanselman reported on the Reading Conference that she attended as a delegate of the Commission. This was an exceptionally fine report. Mr. Sundermann, the President said the Commission accepted this wonderful report with gratitude.

In view of the state of the Library budget it was decided to forego purchase of a new typewriter for the present.

Mr. Sundermann reported on his visit to Redwood City to find out the assessed valuation of Daly City. It was reported to him to be 21, 158, 530. The tax rate is .066 making D.C.'s contribution to the County Library \$13, 964.63.

Mrs. Plummer's report outlining the work which the library has carried on throughout with the children of the community. Mr. Sundermann expressed the gratitude of the Commission to Mrs. Rollandi for this very fine report. It will be incorporated in the Commission's Annual Report.

The librarian's letter listing services received from the county was read and filed. Librarian's letter of January 22d listing part time help for the period Dec. 24 through Jan. 13.

Letter from the County librarian advising us that she had included a salary item for Daly City of 550.00 per month in her budget.

Letter from the Librarian of the South San Francisco Public Library inviting the Commission to visit the newly completed addition to the library.

Letter from Mr. Sundermann to the Commission tendering his resignation. Mr. Carr moved that the Commission write Mr. Sundermann a letter expressing thanks to him for all he has done for the Commission. Mrs. Hanselman seconded and the motion was unanimous.

Letter from the City Attorney concerning the rights of employees during their probationary period. It was decided to refer this matter to the next meeting.

Letter from the City Administrator regarding the recommendation of Mrs. Lorraine Rollandi for permanent appointment. This letter had been acted upon by the Commission in a special meeting held on February 2, 1954.

Mr. Carr and Mrs. Hanselman reported on their meeting with the staff. Mr. Sundermann, Mr. Marsicano, and Mrs. Westgaard were all absent from this meeting due to illness.

Mr. Sundermann agreed to contact Mr. Blum to arrange for a special meeting next week to help us in taking official action on Miss Nier's permanent appointment.

Mrs. Westgaard moved for adjournment and Mrs. Hanselman seconded.

Respectfully submitted

Margo Westgaard
m. H.

February 17, 1954

A special meeting of the Daly City Library Commission was held on February 17, 8:00 p.m. for the purpose of taking action regarding the discharge of Miss Nier, Asst. Librarian. At roll call, Margo Westgaard, who was ill, was noted absent.

Mr. Blum, City Attorney, was present. He explained that a letter should be written to the council, who could discharge her, if the board felt she was not qualified for the position. A copy should be sent to Miss Nier.

However, he said the best way would be to call in the party personally and notify her of the commission's decision and give her a chance to resign.

Mr. Carr phoned Miss Nier and asked her to appear before the board.

Mr. Sundermann explained to Miss Nier that the unanimous decision of the board was to reject her permanent appointment and asked her if she would like to resign. She stated that she did not wish to resign and would rather have the discharge go through the regular channels.

A motion was made by Mr. Carr that we write a letter to the Daly City Council asking that Miss Nier's employment be terminated immediately. This was seconded by Mr. Marsicano. Motion carried unanimously as Mrs. Westgaard asked to be counted as casting a favorable vote.

No further business being on the agenda, the meeting was adjourned.

Maude Hanselman

Maude Hanselman
Acting Secretary

February 27, 1954

A special meeting of the Daly City library commission was held on February 27 at 279 Hillcrest Drive for the purpose of furnishing more information to the Daly City Council for our reasons for terminating the probationary period of Miss Frances Nier. All members were present with the exception of Margo Westgaard, who was out of town.

A letter from the librarian to the Daly City Council was read. Mrs. Rollandi asked that this letter be delivered to the Council on Monday evening along with our letter.

After due consideration and discussion, a letter was composed and written to the council. A motion was made by Maude Hanselman, seconded by Mr. Marsicano that this letter, explaining the reasons we took the necessary steps to terminate the employment of Miss Nier, be delivered in person to the council on Monday evening. Motion passed unanimously.

Mr. Carr will hand this letter to Mr. Andersen ~~the~~ Monday before council meeting and explain to him that he will be at City Hall if they wish any more information.

It was suggested by Maude Hanselman that the first library commission donate an outstanding book to the library. All agreed to this idea. The librarian will make some suggestions to us.

A motion was made by Mr. Marsicano and seconded by Mr. Carr that each resigning member of the commission donate an autographed book to the library. Motion carried unanimously.

A motion was made by Mr. Carr and seconded by Mr. Marsicano that we acquire a directory to contain the names of acting library commission members, as well as library personel and also retired commission members. This directory is to be placed in a suitable position in the library. Motion carried unanimously.

There being no further business, the meeting was adjourned.

Maude Hanselman
Maude Hanselman
Acting Secretary

The regular meeting of the Daly City Library Commission was held on March 10th at 8PM in the Conference Room of the City Hall. All Commission members were present.

Mr

Mr. Marsicano entertained a motion that the Commission appoint Mr. Carr as temporary president until a permanent president is appointed. Mrs. Hanselman seconded, and the motion passed unanimously.

Mr. Carr took the president's seat.

be

He declared the first order of business to the election of a permanent president.

Mr. Marsicano submitted Mr. Carr's name in nomination for the position of president. Mrs. Hanselman seconded, and Mrs. Westgaard moved that nominations close. Mrs. Hanselman moved that the secretary cast a unanimous ballot for Mr. Carr as president of the Commission to fill the unexpired term of Mr. Sundermann who had just resigned.

Mr. Carr welcomed the new Commissioner Mrs. Keith.

Minutes of the regular meeting of February 10th; of the special meeting of February 17th, and the special meeting of February 27th were read and approved as read.

Mr. Carr brought up the matter of the "Directory" to be installed in the library listing names of acting library commissioners, library personnel and retired commission members. He has asked several salesmen to quote on a directory

The librarian's report was filed.

Mr. Carr commented on Mrs. Rollandi's fine report which had appeared in the Record.

A statement on Library Budget Balances as of March 10, 1954 was presented to the Commission and discussed at length to insure all balances would be used by June 30, 1954.

Other Reports:

Librarian's report on Mrs. Plummer's time. Mr. Marsicano assured the librarian that if during one month a part time employee's time ran over an hour or two there was no need to reduce that employee's time the next month. There was discussion about the rate of pay that we are allowed to pay Mrs. Plummer. Mrs. Westgaard moved that we write a letter to Mr. Anderson requesting that he advise us of the range in the hourly wage that we are allowed to pay a professional part time assistant in the library. The letter is to outline the duties that Mrs. Plummer performs in the library. Mrs. Hanselman seconded, and the motion passed unanimously.

Mrs. Westgaard brought up the matter of when we should finish our "Progress Report" for the City Council. Mrs. Hanselman moved that we submit the Progress Report with our budget request. Mrs. Westgaard seconded, and the motion passed unanimously.

Old Business

The Commission's letter to Mr. Sundermann was read.

New Business

Mrs. Rollandi's letter forwarding Mr. Anderson's memo regarding city dept. budget requests.

Mrs. Keith emphasized the need for a new typewriter in the library. Mrs. Rollandi's letter of Nov. 24th regarding purchase of a typewriter. Mr. Marsicano advised her to call the Underwood Co. about getting the Underwood typewriter in the library repaired, if the price is reasonable. In addition he advised her to get additional bids from other companies, and we will consider these bids at our next meeting.

This was a motion which Mrs. Westgaard seconded, and it passed ^{regular} unanimously.

New Budget

Mr. Carr called a special meeting for March 24th at 8PM in the Conference Room to consider the Progress Report and the new budget. Mr. Carr will contact Mr. Anderson about amount we should budget for janitorial service, insurance, repairs to building and the other services.

Mr. Marsicano will drop into the library and study Mrs. Plummer's suggestion for reorganizing the library again. Mr. Carr will measure again and report on March 24.

Mrs. Westgaard moved that the Commission send Mrs. Hanselman as Commission delegate and Mrs. Plummer as staff delegate to the Association of Children's Librarians Annual Institute to be held on March 18th at Oakland Public Library.

Mr. Marsicano seconded and the motion passed unanimously.

Mr. Carr briefly covered for the new commissioner the duties and responsibilities of the Commission. He stressed particularly the collective responsibility of the commission.

Mrs. Hanselman moved for adjournment, Mrs. Westgaard seconded and the motion was unanimous.

Respectfully submitted

Margo Westgaard, Secretary

April 14, 1954

The regular meeting of the Daly City Library Commission was held on April 14, 1954 at the Daly City City Hall, with Mr. Carr presiding. All members were present with the exception of Margo Westgaard. The members of the Commission were sorry to hear she had recently lost her father.

The reading of the minutes was postponed till our next meeting.

REPORTS:

The librarian's report was read and we were happy to hear that March 1954 had the largest circulation in the history of our library--5,983.

Maude Hanselman reported on the Children's Librarians monthly meeting held in Oakland on March 18, 1954.

The progress report will be held for another month and it was suggested that we ask for an audience with the new council when it is presented along with our budget for 1954-1955.

The librarian's report regarding the new typewriter was given, and after some discussion, a motion was made by Maude Hanselman, 2nd by Jane Keith, that one Royal typewriter and two typewriter tables, as stipulated in Mills Company proposal, be purchased. Motion carried unanimously. The price of the typewriter is \$139.97 and \$17.50 for each table, plus tax. Lorraine was instructed to send a purchase order to Dan Andersen.

Lorraine reported that she had purchased an electric heater for \$14.95 for the library. Also that she had had the Underwood typewriter repaired for \$21.00.

The librarian, having been asked to recommend a book for the first Daly City Library Commission to purchase, suggested "The Oxford Companion To American Literature" priced at \$5.00, along with several other books. The board instructed her to purchase the first named book and to have it suitably inscribed.

The librarian was also asked to price a seal for the library.

Lorraine thanked the members for purchasing the new typewriter and tables.

NEW BUSINESS:

It was suggested that Jane Keith should write a letter to the Commission requesting that her name be taken from the Civil Service list.

Mr. Marsicano moved that we request Dan Andersen to notify Mrs. Yule and Mrs. Turley to appear at the Commission meeting on May 12 at 8 p.m. at City Hall Council Chambers for an interview. Maude Hanselman seconded this and it carried unanimously. It was suggested Mr. Carr phone Mr. Andersen.

The agreement between the County and City regarding County salary of librarians amounting to \$4,840.00 was signed by Mr. Carr.

Mr. Carr asked the librarian for a few figures and details of library work that can be incorporated in his talk to the Daly City Lions Club on April 28.

There being no further business, it was moved by Jane Keith and seconded by Mr. Marsicano that we adjourn. Motion carried.

Maude Hanselman
Maude Hanselman

The regular monthly meeting of the Daly City Library Commission was held in the Conference Room of the City Hall on May 12, 1954. All Commissioners were present, with the exception of Mr. Marsicano.

The Commission interviewed Mrs. Yule who is on the eligibility list for Assistant Librarian. She said she was not able to undertake full time job at this time. Mrs. Turley by her absence showed that she had waived her second call.

With regard to the third call for the eligibility list, Mr. Carr will call Mr. Andersen and inform him of the result of the second call. He will ask him our best plan for the third call. Also he will call Mr. Dill concerning the requirements for the position of first assistant librarian.

Minutes of the last regular, and the last special meeting were read, and approved as read.

The following reports from the librarian were read, accepted, and filed:

Circulation report; time schedule showing part-time help; report on the 1953/54 story hour program. The librarian has brought the program to a close for the present. The Commission expressed a hope that the library will be able to offer a story hour program throughout the summer.

Finances. Mr. Carr announced that Miss Ross is forwarding Mr. Carr a check in the amount of \$3,960.00 to reimburse D.C. library for the County contribution to the salary fund.

Mr. Carr reported on his talk before the Lion's Club in Colma. The Commission felt this talk had given the library and the commission some very good publicity. He also reported on his visit to San Quentin, his talk with the librarian, and his visit to the furniture factory.

Old Business

The library budget for 1954/55 was submitted to the City Council along with a letter requesting a hearing on the budget. The Progress Report was not submitted as called for in the meeting of March 24. Mr. Carr suggested that we send our Progress Report to the City Council at a later time.

The matter of the plaque to be hung in the library was brought up. The salesman who was supposed to call on Mr. Carr never came to see him.

Communications

Letter from Miss Ross regarding the county contribution to the D.C. budget. Mrs. Keith moved, and Mrs. Hanselman seconded a unanimous motion that the Commission appeal such a ruling. The appeal to be made to the County Manager Mr. Stallings. Mr. Carr will write a letter to Mr. Stallings requesting a hearing to protest the cut in the County budget as it affects the D.C. library. He will confer with the City Attorney before he writes this letter.

The secretary read to the Commission a copy of the letter Miss Nier sent to all the councilmen. The Commission wished to express a complete vote of confidence in Mrs. Rollandi. No action was taken on this letter. It was filed.

Letter was read from Mr. Marsicano submitting his resignation as a member of the library commission. His resignation was accepted with a great deal of regret. Mrs. Hanselman moved that the commission send Mr. Marsicano a letter expressing its appreciation for his work on the commission.

New Business

The Commission discussed the equipment needs of the library at length. The library needs new stacks badly. Since there is a budget surplus for this fiscal year the Commission discussed that matter of using some of this surplus to buy some of the needed equipment. The other alternative is to leave the surplus alone and use it for future plans.

Mrs. Rollandi will contact Miss Ross about possibilities of getting a credit on exchange of the magazine rack.

Mrs. Hanselman moved for adjournment, and Mrs. Westgaard seconded.

Respectfully submitted.

Margo Westgaard
m. H.

THE REG. PROC. NO. 804-13F U.S.A.

The regular monthly meeting of the Daly City Library Commission was held in the Conference Room of the City Hall on June 9, 1954. All Commission members were present.

The Librarian's report for the month of May was read and accepted.

Mrs. Plummer's letter on the summer story hour program was read. She recommended that the story hours be discontinued until the fall. Mr. Carr felt the Commission should consider further the matter of dropping the story hour program for the summer. He called for volunteers to serve on a committee to evaluate our personnel resources to see if we can continue the program throughout the summer, to review the story hour program, and to see how the Recreation Commission could cooperate with us in running a story hour program through the summer. Mrs. Hanselman, Mrs. Keith, and Mr. Farber volunteered. The Committee is also to consider requirements we should set up for a children's librarian, and to investigate the possibilities of making one of the assistant librarian positions into a children's librarian.

The Librarian's report listing Books Ordered during the month was also accepted and filed.

There was no further report on the state of the Library Commission budget.

Mrs. Hanselman reported on the visit which she with Mrs. Rollandi and Mrs. Plummer made to South San Francisco Public Library and to the San Francisco State College Library.

New Business

Mr. Carr had no further report on the new 1954-55 budget for the library.

Progress Report

Mrs. Rollandi will make 10 copies of the report, 4 originals and 6 copies.

Miss Dorothy Cunningham representative of the Ames Steel Co. spent some time with the Commission giving estimates on library shelving which her company could supply. It was a highly informative session.

Mrs. Hanselman moved for adjournment, and Mrs. Keith seconded.

Respectfully submitted

Margo Westgaard, Secretary

The regular meeting of the Daly City

The regular monthly meeting of the Daly City Library Commission was held on July 14 in the Conference Room of the City Hall. All Commission members were present. Mr. Vickers, City Councilman was present as a visitor.

The minutes of the last regular meeting were read and accepted as read.

Mr. Carr reported that due to his illness he had not been able to call a meeting of the committee to study the story hour program.

Four reports from the librarian:

- a. Statistical report on circulation.
- b. Time-schedules for part time help submitted to the City Clerk's office
- c. book purchases for the month

Mr. Vickers suggested that publicity be released on monthly accessions to the library.

- d. Summer reading lists which the library is distributing

There was no further report on library commission finances.

Mrs. Hanselman made a motion that we ask the librarian to check with the bookkeeper in the City Clerk's office before each regular meeting and pick up a monthly financial statement. Mrs. Keith seconded, and the motion passed unanimously.

Mrs. Westgaard moved that the Commission request Mr. Andersen to instruct the City Auditor to send us an itemized statement of our 1953/54 budget. Mrs. Hanselman seconded, and the motion was passed unanimously.

Mr. Farber reported on his contact with Mr. Mason. The librarian and Mr. Mason planned for a continuing story hour program through the summer. A Recreation Commission employee Miss Bower, working under the guidance of Mrs. Plummer, will read stories at four different places on Tues. and Wed. of each week throughout the summer. Stories will be read to groups of children assembled through Recreation Commission help at Westlake School, Crocker School, Jefferson Elementary School, and the War Memorial Bldg. The program will continue for five weeks. There will be no distribution of books. Next year Mr. Mason suggested that the Commission contact him in March to plan for the summer of 1955.

Mrs. Keith reported that in her recent visit to the Golden Gate Nursery School she noted that their library included books very comparable to the children's collection of D.C. library. Since this nursery school is a model one of national importance she thought it spoke highly for the selection of children's books in our library

Mr. Carr reported at length on his visit with the County Supervisors to protest the cut in the salary allotment offered to Daly City Library.

Old Business.

Mrs. Rollandi gave some quotes that she had received from Remington Rand on magazine racks.

Mrs. Westgaard moved that we plan to purchase the magazine racks and stacks for picture books before the end of the summer. Mrs. Keith seconded.

Mr. Farber moved that we request the State Library to send us one of its field representatives to consult with us on our library planning. This should be done as soon as possible. Mrs. Hanselman seconded, and the motion was unanimous.

The Commission instructed the librarian to request written quotations on library equipment and present them at the next meeting. Mr. Farber offered to work with Mrs. Rollandi on getting as many quotes as possible.

New Business

Mr. Farber made the following motion for the purpose of expediting future commission meetings. That each commission member be sent one week before the meeting a copy of the librarian's reports, and a copy of the agenda. Mrs. Hanselman seconded, and the motion was a unanimous one. Mr. Vickers showed the commission a copy of an agenda which he used to prepare for the Planning Commission.

Mr. Vickers briefly addressed the meetings and made the following suggestions to help in our future planning:

1. The new annexations
 - a. Callam Heights
 - b. 300 Rental Units behind J.S. Theatre
 - c. Westlake future additions
2. Westlake Park as a future site for a Westlake Branch
3. Block map which the Council is publishing, and which will be given to the library
4. Advised us to arouse more public interest in the library by the use of more publicity.
5. Suggested that the library and the commission use the new stationery.

Mrs. Rollandi expressed her appreciation at the attention and interest Mr. Vickers paid to the library, and for his attendance at our meeting.

D.C. is having an industrial survey to attract industrial property to the city to increase base for tax support.

Old Business

Mrs. Hanselman moved that the Commission write to Mr. Andersen as Secretary of the Civil Service Board of Review requesting a meeting with the C.S.B.R. to consider reclassification of all three positions in the library. Mr. Farber seconded, and the motion was unanimous.

Permanent appointment of Mrs. Saarinen. Mrs. Hanselman moved that we send a letter to the C.S.B.R. recommending the permanent appointment of Mrs. Saarinen as Assistant Librarian. Mrs. Keith seconded, and the motion was unanimous.

The president requested the secretary to write to the County Controller to mail the salary cheques to Dan Andersen.

The librarian will get new stationery for the Commission

Publicity.

There was a good deal of discussion on the type of publicity which the Commission should use to build up public interest in the library , and also in the work of the commission.

Election of officers.

The president opened the meeting for nomination for president. Mr. Farber nominated Mr. Carr, Mrs. Keith seconded. There being no further nominations the Secretary cast a unanimous ballot for Mr. Carr for president.

The president called for nominations for secretary. Mrs. Hanselman nominated Mrs. Westgaard for secretary, Mr. Farber seconded. There being no further nominations the president cast a unanimous ballot for Mrs. Westgaard for secretary.

Mr. Farber moved for adjournment, and Mrs. Keith seconded,

Respectfully submitted

(Mrs) Margo Westgaard, Secretary

MINUTES OF THE MEETING
DALY CITY LIBRARY COMMISSION

August 11, 1954

ROLL CALL:

Present: Wayne Carr, Lionel Farber,
Maude Hanselman, Jane Keith,
Margo Westgaard

Guests: Lorraine Rollandi

READING OF THE MINUTES:

The meeting was called to order by Mr. Carr, Chairman and the minutes of the previous meeting were read and approved.

COMMUNICATIONS:

Mrs. Rollandi wrote a letter to the Chairman of the Library Commission and asked that special consideration be given to approve the expenditure of \$10.00 to be subscribed to the Central California Library Executives in Central California for a radio book review program. She felt that it would be a good step toward improving public relations and in creating a good interest in the public library and its many services.

A motion was made by Miss Keith and seconded by Mr. Farber to allow this expenditure of \$10.00.

NEW BUSINESS:

We need a seal for the library and a sign in the library showing names of the library staff.

Mr. Farber asked if any thought had ever been given to the purchase of pocket addition library books. The librarian will check the possibility of this. The commission felt it was worth exploring.

OLD BUSINESS

A specialist is coming out next Wednesday to the library, and perhaps will help check into the possibility of expanding.

The Civil Service Commission is going to have an open meeting and there should be an exchange of ideas on the re-classification of employees in the library.

The secretary is requested to ask Dan Andersen if he has had any report as yet from the Civil Service Commission on the possibility of changing the classification of the librarians from Junior Clerks to a professional status.

Children's Librarian: The Commission discussed the possibility of changing the classification to enable them to get a children's librarian. That the wage now is far too low.

That all classifications should be professional classifications. If a qualified person lived out of Daly City that they should be considered also. However, Daly City residents would naturally have preference.

REPORTS:

Librarian: Statistical report for July was given to the Commission by Mrs. Rollandi and showed a total circulation for the month of July - 5271.

She submitted a copy of the book order and time schedules for part-time help for the month, total cost for the fiscal year for temporary help and monthly expenditures.

Mr. Farber: He wrote 6 letters and received 4 replies. Globe Wernicke, Sjostrom, Gaylord Bros, and Library Efficiency Corp. Globe Wernicke requested that we send a layout design to them and they would give us an estimate of what it would cost to give our library more space. Sjostrom suggested the same. The secretary was directed to make four floor plans of the library to submit to these companies.

The commission discussed the budget and the great need for stocks to handle the books that were to be purchased this year. It has been discovered that the \$800 figure does not cover the cost of new cases which are badly needed in the library. They felt that there was a need to discuss expansion with the City Council and the possibility of more money for this expansion.

The commission felt, however, that this discussion should not be held until they had concrete figures from these different companies showing the cost of expansion and that they should also wait for the financial report from the City Accountant. They instructed the Secretary to check with the City Administrator with follow-up letters to find out what progress has been made concerning the financial report for 1953-54.

Mr. Carr was requested by the commission to check in the City Clerk's office to find out if there is an excess from last year, and that there should be an overage.

They discussed salaries and \$770.00 was the total outlay monthly for salaries in the library.

The commission felt there was a need for clarification of the budget and that they should await for an accounting of their finances. It was voted to hold the matter in abeyance.

A motion was made by Mrs. Hanselman and seconded by Mrs. Westgaard and was unanimously approved to request a special meeting to the City Council to present a plan and progress report and discuss the budget surplus of 1953-54.

The commission was reminded of the offer of Mr. H. Z. Weibel, Supt of Jefferson Elementary School District, regarding the placing of shelves in the school for library purposes. Mrs. Rollandi was asked to dictate a letter to the secretary, to let Mr. Weibel know that this matter had been discussed by the commission and that perhaps next summer something could be done in this regard.

The commission felt that a verbal contract or a written one should be had in this Jefferson School District as to what the library would furnish and what the school district would furnish, and where the responsibility would be.

Mrs. Rollandi discussed plastic covers for books and that the cost for each cover was 7¢. Mr. Farber said that a charge of 10¢ should be charged for each cover lost or badly damaged. There is also only a 2¢ fine on each day for books, and it was felt that 5¢ a day should be the charge. This is another subject to be brought up before the City Council, that now the fines are now being placed in the City's general fund.

The meeting adjourned at 11:00 PM

Mrs. Margo Westgaard
Secretary

by
Frances Chapman
Frances Chapman
Secretary Pro-tem

MINUTES OF THE MEETING
DALY CITY LIBRARY COMMISSION
September 8, 1954

Approved
10-13-54

ROLL CALL: Present: Mr. Carr, Chairman
 Mr. Farber
 Miss Hanselman
 Mrs Keith
 Mrs Westgaard

 Guests: Mrs Rollandi, Librarian

The minutes were approved as read.

NEW BUSINESS:

The Westlake PTA, with Mrs. Pfotenhauer as President, are very much interested in starting a drive to collect enough money to start a children's library down at the Westlake school.

The secretary is directed to write a letter to Mrs. Pfotenhauer inviting her to a special meeting on September 22, and also the same letter to Mr. Weibel as this will directly concern him also.

OLD BUSINESS:

Mr. Farber: We have had one quotation from the group of letters sent out. A follow-up letter should be sent to the other companies again.

A letter should be written to the City Administrator concerning a raise in salary to Mrs. Plumer stating her qualifications, education and experience. Mr. Carr will call the secretary concerning this.

A letter should be written to the Civil Service Board of Review concerning a classification for Children's Librarian.

The rest of the meeting was concerned with the classification and description of the new position - Children's Librarian.

The meeting adjourned 11:30 P.M.

Frances Chapman
Frances Chapman
Secretary Pro-tem

*Approved
10.13-54*

SPECIAL MEETING
DALY CITY LIBRARY COMMISSION
September 23, 1954

ROLL CALL: Mr. Carr, Chairman
 Mrs. Margo Westgaard
 Mrs. Maude Hanselman
 Mrs. Keith
 Mr. Farber

Guests: Mrs. Rollandi, Librarian
 Mrs. Louise Boswick, representative of School District
 Mrs. Guido Pfotenhauer, PTA
 Mrs. Jamea A Moses, PTA

Mr. Carr: We understand that the ladies of the PTA in Westlake would like to have a branch library for small children in Westlake.

Mrs. Pfotenhauer: The parents would like to have a children's library. We are hear to ask you if it is possible if the PTA's do this.

Mr. Carr: We want also to see that a library be in Westlake. However, it is impossible to have one now because of our budget. Besides we do not have any property or books. We have the idea to help but we can't do much for you.

Mrs. Moses: We could furnish the books if we could start this going ourselves. We are sure there are many people in Westlake that would love to have a book with their name in it showing that they donated the book to the Westlake library.

We are in the process of making up lists, and have a very comprehensive list from Mrs. Rollandi, and from this list we would gather the books.

Mr. Carr: You are proposing that the PTA solicit funds to start a branch library. You will, no doubt, realize how much it will take to make a library? It takes more than just talk to make a library. However, the first concern is the location. You must acquire a location.

Mrs. Boswick: We are willing to donate a class room from our school in Westlake for this purpose.

Mr. Carr: Someone must be responsible.

Mrs. Boswick: We thought the kindergarten room would be good because children would be supervised.

Mrs. Keith: Would you arrange the books on open shelves?

Mrs. Boswick: We thought there would be some bulletin boards placed in front of the open book shelves when the children are there, and as a teacher is there at all times there would be no danger of harm to the books.

Mrs. Moses: The room is excellent because it can be reached from the outside. You don't need to walk through any other room to get to it.

Mr. Farber: I thought the plan was to put up shelves into the multi-purpose room?

Mrs. Boswick: No, because the multi-purpose room is being used by three groups of children and it is also available to the children when the teachers aren't there to supervise. In the kindergarten rooms teachers are always there. They never leave.

Mr. Farber: Is there plenty of space in the kindergarten room?

Mrs. Keith: The shelves should be closed. Perhaps sliding doors. They could protect the books and give pin-up space to the teachers.

Mrs. Boswick: I am sure there will be some way to arrange these things.

Mrs. Westgaard: Are you donating the books? And does the school except to have any claim on these books if they are donated?

Mr. Carr: Can we plan to have a teacher to staff the library?

Mrs. Boswick: We will cooperate as much as we can if the PTA is so very much interested.

Mr. Carr: We can't possibly run the library alone. We will have to have help. We are not in a position to do it all even if we could.

Mrs. Rollandi: We must have a librarian in charge at all times.

Mr. Carr: We must have an understanding that the books must be given to the Daly City Library to do with as they see fit with no strings. We must face the facts. These books will become the property of the Daly City Library and we could take them from you without any notice, at any time, if we saw fit.

The City Attorney will set up a list of rules that the library will have to abide by and part of it will be that these books will be a part of the Daly City Library.

In our Daly City Library any one can get a book. Your's must be set up differently. We are going to have to specify that no one be allowed to come into your library unless they are between the ages of 5 and 12 only. In the first place we won't have the personnel.

Mrs. Boswick: I am sure that we can find the space and some help for the library, however, we will have to go before the school board and get permission from them.

Mrs. Pfotenhauer: We too must go before the PTA'er's with this information that we have learned tonight, and we will let you know how it all turns out. However, I am sure that we will help start a "Daly City Branch Library" in Westlake.

Mr. Carr: We will do everything we can to help assist you as we are very much interested in this and want to have a branch in Westlake.

The Special Meeting adjourned: 9:45 P.M.

Frances Chapman
Frances Chapman
Secretary Pro-tem

Approved
11-10-54

MINUTES OF THE MEETING
DALY CITY LIBRARY COMMISSION
October 13, 1954

ROLL CALL: Present: Mr. Carr, Chairman
Mr. Farber
Miss Hanselman
Mrs. Keith
Mrs. Westgaard

READING OF THE MINUTES:

The meeting was called to order by Mr. Carr, Chairman and the minutes of the previous regular meeting and Special meeting were read and approved.

REPORTS:

The Librarians Circulation Report for the month of September was read and accepted.

The Commission discussed the removal and replacement of old stacks to accomodate the new stacks which are going to be purchased. Also the possibility of placing a charge desk and the old picture file in the Children's section of the library in order to make more working area and less congestion.

A motion was made by Miss Hanselman and seconded by Mrs. Keith that the Commission buy from Miss Cunningham five stacks and one magazine rack, per her bid as quoted; and to take the figures before Mr. Andersen for his approval. The motion was Unanimously carried.

It was discussed, the possibility of hiring and training part time high school help in order to expedite the stacking of books and therefore give the Librarian more time to help the people. It was decided that his matter should be taken up with Mrs. Rollandi at the next meeting. Mr. Carr said he would talk to Mrs. Rollandi, asking her to bring to the next meeting a breakdown of the daily circulation.

COMMUNICATIONS:

The secretary was directed to write a letter to Mr. Ross asking that he send the Commission a financial statement before the second Wednesday of each month.

A motion was made by Mrs. Westgaard and seconded by Miss Hanselman that a letter be written to Miss Esther Bahls thanking her for her letter of September 29th applying for a job as part time librarian and stating that the Commission will notify her when the test has been set up. The secretary was so directed.

OLD BUSINESS:

Mr. Carr stated that he had not been able to get a hold of Frank Blum to clarify the legality of paying Mrs. Plummers expenses to to the Convention in Long Beach.

Mr. Farber stated that the Westlake PTA group seemed to be making fine progress on their plans for a Childrens Library in Westlake. The plan was approved unanimously by the Westlake group and they are planning money raising projects.

A motion was made by Mrs. Farber and seconded by Mrs. Keith that the Commission accept the Westlake PTA'S proposition of setting up a branch in Westlake and accept their donation of books for the nucleus of a Childrens Library in Westlake. Also to give them any help that we can. The motion was carried unanimously.

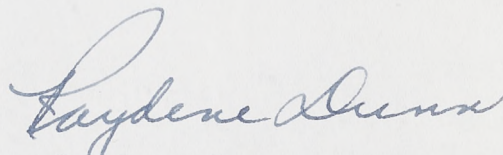
NEW BUSINESS:

It was decide by the Commission to attend the open hearing on the Westlake Annexation in order to definately stipulate a site for a library. The secretary was directed to send cards out a few days before the hearing.

A motion was made and carried to write a letter to Dan Andersen thanking him for his cooperation to obtain a site for a library in the present business center of Westlake as part of the new annexation negotiations. The secretary was so directed.

It was decided by the Commission to ask for estimates from three different firms on the enlargement of the present library building.

The meeting was ajourned at 10:50 p.m.



Raydene Dunn
Secretary Pro-tem

Approved
12-1-54

MINUTES OF THE MEETING
DALY CITY LIBRARY COMMISSION
November 10, 1954

ROLL CALL: Present: Mr. Carr, Chairman
 Mr. Farber
 Mrs. Hanselman
 Mrs. Westgaard

 Absent: Mrs. Keith

READING OF THE MINUTES:

The meeting was called to order by Mr. Carr, Chairman and the minutes of the previous meeting were read and approved.

BILLS:

Mrs. Rollandi was asked to submit the breakdown of expenses for Mrs. Plummer and herself for the Library Convention in Long Beach. Mr. Frank Blum is going to write a letter giving the legality of paying Mrs. Plummer's expenses; this to go along with the expense sheet and a letter from the Commission to the City Council.

REPORTS:

Mrs. Rollandi submitted the following reports:

1. Book order for juvenile and adult books recently ordered for the library.

2. Time schedules for the part time library help for the period September 10, 1954 thru October 8, 1954.

3. Library circulation report. Total 5,398

4. Library Convention in Long Beach attended by Mrs. Rollandi and Mrs. Plummer. Mrs. Rollandi stated that she felt the convention had given them some fresh outlooks and new ideas.

5. Financial statement on the library for the period ending October 31, 1954. Total amount expended \$4281.22. Mrs. Rollandi said she would get the report from the City Clerk office each month and have forms stenciled so as to give each member a copy of this report.

Mrs. Rollandi was asked by Mr. Carr to make a running report on the daily outgoing circulation and bring this to the next meeting.

The commissioners discussed their space requirements for the new library site in Westlake. It was agreed by all that they would ask for a minimum of 5000 sq. ft. This, to take care of present needs and future expansion. Mr. Carr agreed to draft a letter to Dan Andersen and to each member of the City council stating the minimum requirement of 5000 sq. ft., backing it up with statistical figures. It was felt that the library should be a cultural center as well as a library.

A motion was made by Mrs. Hanselman and second by Mrs. Westgaard that Mr. Carr and Mr. Farber attend, if it is possible, the proposed meeting between the council and the Doelger group. The motion was carried.

It was agreed by the Commissioners that contractors would be contacted in order to get figures on the remodeling of the present library. Mrs. Hanselman stated that she would be glad to go down to the library and, along with Mrs. Rolland, explain to the contractors what they would like done and get the estimates. They would like to have figures on three items; the building of one room and building one side out; the building of two sides out and how much it would cost to put a room on the top. It was also agreed that Mrs. Hanselman would contact the owner of the property next door and get a price for that property.

A letter was written to Mr. Andersen ordering the five steel shelves and one magazine rack. After debate on the color selection, it was agreed to withhold the selection for a week and Mrs. Rollandi would again contact Miss Cunningham for her opinion.

It was agreed that the next meeting would be held on Dec. 1, 1954.

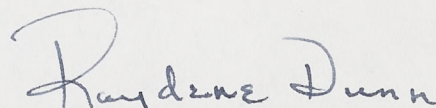
Mr. Carr said he would find out from Dan Andersen what action is being taken on the Childrens Librarian classification.

COMMUNICATIONS:

A letter from Virginia Ross, County Librarian, concerning the library service in the Westlake-Broadmoor area. Miss Ross expressed a desire to meet with the Commissioners to take up this matter. Mrs. Rollandi will check with her to see what dates she could meet with the Commission.

It was agreed by the Commissioners to add to the agenda the subject of "Planning".

The meeting adjourned at 10:50PM.



Raydene Dunn
Secretary Pro-tem

Approved
1-12-55.

MINUTE OF THE MEETING
DALY CITY LIBRARY COMMISSION
December 1, 1954

ROLL CALL: Present: Mrs. Hanselman, Acting Chairman
 Mrs. Westgaard
 Mrs. Keith
 Mr. Farber

 Absent: Mr. Carr

 Guests: Mrs. Rollandi, Librarian
 Miss Ross, County Librarian

Miss Ross was present to discuss with the Commissioners the library service in the Westlake-Broadmoor area and what could be done in the future, with cooperation between the County Library and the Daly City Library, to provide more adequate service for the people residing in this area, in particular the Broadmoor area. Miss Ross stated that the Bookmobile was at the present time handling the library service for this area but that it was no longer sufficient. Miss Ross felt it was not wise economically for the County to put a branch library in Broadmoor and for Daly City to put one in Westlake. The County would like to work out some arrangement whereby the residents of Broadmoor would be able to use the proposed Westlake branch of the Daly City Library. It was brought out that there would be legal difficulties in this because Broadmoor is not within the city limits. The Commissioners wanted to know if the use of the Westlake Library could be restricted to the Broadmoor residents and in what way they could be made to contribute more. Maybe a heavier tax or a library fee for the privilege of using the Daly City Library facilities. There would have to be some way to justify giving service to Broadmoor and not to the rest of the County, but these are legal questions that would have to be worked out with the City Attorney, City Council, and County officials. Miss Ross felt that the County would be willing to furnish 6000 books, 3000 to begin with and the rest from rotating collection, and personnel that would be under the supervision of the Daly City Library. Miss Ross stated that if Daly City is not to get its library in Westlake in the not too distant future, the County would have to build a library in the Broadmoor area which of course would service the Westlake area too. She also stated that she had to have her budget ready by the 1st of March so would like to have an idea on what arrangements could be worked out. The Commissioners felt that they should have a meeting with the City Council in January so they could find out what their situation is. If nothing could be done about the constructing of a building in Westlake it might be possible to rent a building. This too would have to be checked into. Miss Ross was asked to find out from her County officials just what they would be willing to contribute and to write a letter to the Commission presenting all the facts on the joint branch library in Westlake; covering cost, county contribution, inadequacy of the Bookmobile to handle population, ^{etc.} The Commission would have to have full picture to present to the City Council.

Mrs. Hanselman stated that she had seen Johnny Dell and that he was asking \$12,000.00, or for a bid, for the lot 25X70 next door to the present library.

The minutes of the previous meeting were read and approved.

BILLS:

Mrs. Rollandi submitted a letter covering the expenses for herself and Mrs. Plummer to the Long Beach Convention in the total amount of \$135.86. Mr. Farber made a motion, second by Mrs. Keith, that the Commission approve payment of Mrs. Rollandi's and Mrs. Plummer's expenses to the CLA Convention in Long Beach from the budget item #16, dues & meetings. The motion was unanimously carried. It was agreed that Mrs. Hanselman would check with Mr. Carr to see what action he has taken on the claim and if he has not already sent it in, he would then attach a letter of approval from the Commission to the claim.

REPORTS:

Mrs. Rollandi submitted the following reports;

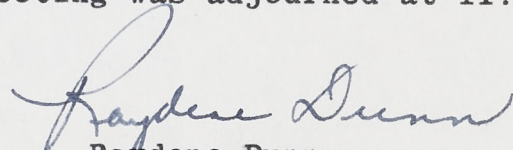
1. Library Circulation report: 6,014
2. Circulation Report, ~~incoming~~ outgoing, that was requested by the Commission at the last meeting. However, it was felt that this report would have to be taken over a period of a few months in order to get a good average.

OLD BUSINESS:

Mr. Farber made a motion that PO #16087 be amended to include additional stacks as included in quotation from D. Cunningham and Associates in the amount of \$698.95. It was second by Mrs. Westgaard and unanimously carried by the Commission. Mrs. Hanselman would notify Mr. Carr of the action that had been taken on this matter and he would then write a letter ordering them, also bringing out the point that the City Council was cognizant of the fact that the old stacks were hazardous.

The subject of the Childrens Librarian was again brought up and the secretary will find out from Mr. Andersen what action has been taken. Mrs. Rollandi agreed to write up the ads and accompanying letter to be sent to the different library journals which the secretary would then type and send out.

There being no further business the meeting was adjourned at 11:00PM.


Raydene Dunn
Secretary Pro-tem

1955

Approved
2-9-55

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
January 12, 1955

ROLL CALL: Present: Mr. Carr, Chairman
 Mrs. Hanselman
 Mrs. Keith ✓
 Mr. Farber

 Absent: Mrs. Wesgaard

 Guests: Mrs. Rollandi
 Representatives from the Westlake PTA

There were seven representatives of the Westlake PTA present to make a report to the Commissioners fo the amount of money they have accumulated toward a children library and to make a report of any plans they might have. They stated that they had raised #3624.00 but hoped to eventually have approximately \$4000.00. The PTA said they had checked for a place to house the books, but in checking with the school, stores or an apartment, none of these were available, so other arrangements would have to be made. Mr. Carr said that the Commissioners had not made any definate plans for this project because they had not known how it would turn out. Mr. Farber stated that he had talked with Mr. Andersen, who had talked with the Doelger people about erecting a building for the City on a lease-purchase basis. The Doelger people should have the external plans drawn in about 10 days and we would have to draw up the internal plans to be put before the Council. It was the agreement of the Commissioners that they would like to have 5000 sq. ft. for the new library, even if only partially completed on the inside. The ladies of the PTA asked if there was anything they could do to help at the present time, but Mr. Carr said that at the present time it was up to the Commissioners to formulate their plans and get them before the Council, and once they were before them, then the support of the PTA could be used to get it through.

READING OF THE MINUTES:

The minutes of the previous meeting were read and approved.

BILLS:

Mrs. Rollandi stated that she had received her travel expense money.

REPORTS:

Mrs. Rollandi submitted the library circulation report for the month of December which was 4828.

Mrs. Rollandi reported that she had been unable to get a financial statement from the City Clerk's office but hoped to have one for the next meeting up to, and including, the month of January.

PLANNING:

Mrs. Rollandi reported that 2 contractors had been to the library to look it over for the planned remodeling. She had only received one figure, that of \$30,000.00, for tearing the back down to the ground and building it clear out to the line which would better utilize the property. Mr. Carr stated that the Commissioners would have to follow up on this and get about 4 bids.

Mrs. Rollandi reported on the Childrens' Librarian.

OLD BUSINESS:

Mrs. Rollandi reported that there was about a \$40.00 credit from D. Cunningham and Associates, because we did not receive the top for the magazine rack. Mrs. Rollandi outlined her plans for utilizing this money as follows:

1. A peg board above the magazine rack \$8.00
2. Shelve holders - 45 @ \$.35 apiece - \$15.75
3. Two medium sized childrens chairs at approximately \$15.00

The Commissioners concurred on this and Mr. Carr told Mrs. Rollandi to use her own judgement in using up this credit.

Mr. Carr reported that the Council, for lack of funds, had turned down the request for additional stacks.

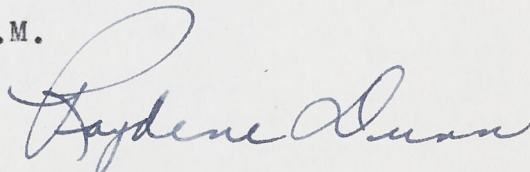
Mr. Carr stated that he had not as yet received a letter from Miss Ross, County Librarian.

COMMUNICATIONS:

Library Executives of Central California. Mr. Farber made a motion, second by Mrs. Keith that the Commission pledge \$10.00 to support the radio program for another 13 week period. It was unanimously carried.

Mr. Carr asked Mrs. Rollandi to draw up tentative inside plans, utilizing 5000 sq. ft. of area. As a supplement to these plans, she would also compile a list of equipment needed to furnish the inside, cost of approximately 6000 books, and how much help would be needed to maintain it. When these are finished, Mr. Carr will call a special meeting of the Commission to study these plans so that a meeting can be arranged with the Council.

The meeting adjourned at 11:00 P.M.



Raydene Dunn
Secretary Pro-tem

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
February 9, 1955

Approved
2-9-55

ROLL CALL: Present: Mr. Carr, Chairman
 Mrs. Hanselman
 Mrs. Westgaard
 Mr. Farber

 Absent: Mrs. Keith

 Guests: Mrs. Rollandi
 Mrs. Moore, S. F. Library Commission
 Miss Ross, County Librarian
 Miss Vainstein, State Librarian

READING OF THE MINUTES:

The minutes of the previous meeting were read and approved.

Mrs. Moore of the San Francisco Library Commission explained to the Commissioners and a group of ladies present how to organize a "Friends of the Library" Group. She stated that there were about 700 such groups throughout the USA. Of course, each group would have to be tailored to your own particular situation. The main purpose of such a group is to help the library to claim a reasonable share of public monies, to support its building program, to help introduce new people to the library and to help stimulate community interest in your library.

REPORTS:

Miss Ross submitted a County Financial Statement.

Mrs. Rollandi submitted the following reports:

1. Library circulation report for January - 6,067.
2. Financial statement of the library for the period ending December 31, 1954. Balance unexpended \$7,584.68.

OLD BUSINESS:

Miss Ross, County Librarian, stated that the Board of Supervisors had approved of County participation in the proposed library branch in Westlake. The County would furnish approximately 10,000 books which would include 3,000 new books and 7,000 books from the County, and there would also be the money from the Westlake PTA for the purchase of juvenile books. Miss Ross asked if it wouldn't be possible to start purchasing juvenile books with the money from the Westlake PTA as it would give them a chance to have the books all processed at the time the library is put into operation.

The County will also furnish the personnel to staff the library with one Professional Librarian and one Librarian Assistant for 30 hours a week, one clerical help for 15 hours a week and one page for 10 hours a week.

There was a discussion on whether the salaries should be paid to Daly City, who in turn would pay the personnel, or whether the money should be left in the County budget of salaries. It was decided that the money should remain in the County budget.

There was a short discussion on the amount of people in the Broadmoor, Colma and Unincorporated Colma that would probably use the library and whether the books would be sufficient to service these people and the growing Westlake population.

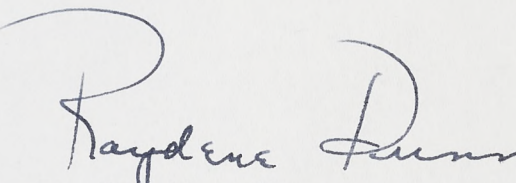
When asked if the County would be willing to furnish any of the equipment, Miss Ross stated that she had put into her budget enough equipment to furnish the bare necessities of a library.

PLANNING:

Miss Rose Vainstein, State Librarian, discussed with the Commissioners their plans for the future Westlake Branch. She recommended that it is more desirable to have a library close to the business district so that shoppers will be attracted, and that the Commission choose an Architect that has had experience in library planning and one who will work closely with the Commission on planning a library. When the tentative plans are drawn, Miss Vainstein suggested that the Commission consult other people who have experience in library planning and should not hesitate to visit other libraries to obtain different ideas.

The secretary was directed to write a letter to the Civil Service Board of Review requesting an extension of 30 days for the filing of applications for Children's Librarian, and also, to place an ad for the Children's Librarian in the Library Journal.

The meeting was adjourned at 11:30 P.M. until Saturday, February 12th, at 2:00 P.M., when the Commission will meet with Mr. Kendree of Henry Doelger's to view possible library sites in Westlake.



Raydene Dunn
Secretary Pro-tem

SPECIAL MEETINGS
DALY CITY LIBRARY COMMISSION

January 26, 1955

A special meeting of the Library Commission was held on January 26, 1955, with Mr. Westgaard and Mrs. Keith absent.

It was decided to ask Mrs. Rose Vainstein and Mrs. Mohr to meet with the Commission. Mr. Carr will ask the Council to have the Library Commission meet with them.

Mr. Carr asked Mrs. Rollandi to set down some of the qualifications for head librarian.

Preliminary arrangements for the new library were discussed.

Several applications for children's librarian have been received.

February 12, 1955

On February 12, 1955, the Library Commission met with Mr. Kendree in Westalek and viewed the proposed library site and discussed a Lease-purchase deal.

February 23, 1955

A special meeting of the Library Commission held on February 23, 1955, with Miss D. Cunningham of Ames and Co. for consultation on proposed Westlake Library. Mr. Carr to ask the Council for \$500.00 for fees.

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
March 9, 1955

ROLL CALL: Present: Mr. Carr, Chairman
Mrs. Hanselman
Mrs. Westgaard
Mr. Farber
Mrs. Keith

Guests: Mrs. Rollandi
Miss Cunningham

READING OF THE MINUTES:

The minutes of the previous meeting were read and corrected to read "Miss Vainstein, Field Consultant".

PLANNING:

Miss D. Cunningham explained to the Commissioners, with the aid of a drawing on the blackboard, the tentative plans she in mind for the Westlake Branch. Miss Cunningham discussed the number of books that could be put in such a library, number of sq. ft. in each room, and in general, a discussion of all points.

Mr. Carr submitted a tentative plan which was discussed with the Commissioners.

Along with a general discussion of the interior, there was a discussion of plans for the exterior. In order to conform with the general plan and style in Westlake, it was decided to have, if possible, a redwood interior and exterior which would also enhance the beauty of the library.

Miss Cunningham will have the artist draw two sketches of the library, one with an off-set entrance, one with a center entrance and with the following requirements: High windows in the front, louvre with planter, plain sides with an overhang, roof 9' at the lowest point and 15' at the highest point, rustic inside and out.

Mr. Carr stated that he would look into the question of heating. The type of floors will depend on the type of heating.

Miss Cunningham will look into the lighting and report to the Commission.

Miss Cunningham agreed to have the sketches by the 18th of March, at which time a special meeting will be held in order to discuss these preliminary plans.

REPORTS:

1. Schedule of part-time help for the months of December and January.
2. Circulation reports for the month of January and February.
3. List of Juvenile books ordered.

The secretary read into the record a copy of a letter written to the State Librarian by Mrs. Rollandi complimenting Miss Vainstein on her fine work on the behalf of the library and the commission.

OLD BUSINESS:

There was a short discussion on the present qualification for a librarian. Mrs. Rollandi stated that she had talked with Rose Vainstein who had said that the classification was good.

The secretary was requested to confirm a meeting with the Civil Service Board of Review for March 18th at 7:30.

Mrs. Rollandi said she had received a notice from Miss Ross of a "Friends of the Library" meeting to be held Friday, March 18th in Redwood City and inviting anyone that is interested.

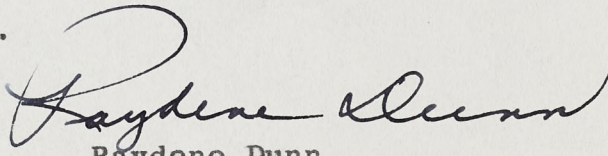
NEW BUSINESS:

There was a short discussion on the budget for the coming fiscal year.

Mrs. Rollandi said that she had received one verbal bid of \$12,000.00 to remodel the present library.

Mrs. Rollandi and the Commissioners talked about the childrens story hour and how to solve the problem of space and street noises.

The meeting adjourned at 10:35 P.M.


Raydene Dunn
Secretary Pro-tem

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
April 13, 1955

ROLL CALL: Present: Mr. Carr, Chairman
 Mrs. Hanselman
 Mr. Farber

 Absent: Mrs. Keith
 Mrs. Westgaard

 Guests: Mr. Stites, City Manager
 Mrs. Rollandi

READING OF THE MINUTES:

The minutes of the previous meeting were read and approved.

BILLS:

Mrs. Rollandi presented a verbal bill from D. Cunningham for a total of \$137.90, with \$70.50 for engineering fees and \$66.50 for art work and reproduction. A motion was made by Mrs. Hanselman, second by Mr. Farber that the bill be excepted, contingent upon the fact that the amounts are as stipulated in the verbal bill.

REPORTS:

1. Circulation report for the month of March - 7301
2. Financial statement with a balance as of March 31, 1955 of \$3,708.58
3. Pocketbooks, juvenile and adult books ordered.

COMMUNICATIONS:

1. California Library Association regarding a work shop meeting on "The Intellectual Freedom" theme. Mrs. Rollandi stated that she felt that it was a very important meeting and urged all that could to attend.
2. A letter from Carma Zimmerman, State Librarian, containing information and a brochure on "Friends of the Library" groups.
3. A copy of a letter from Mrs. Rollandi to Mrs. Guido Pfotenhauer confirming original order for juvenile books purchased from monies raised by the Westlake PTA.
4. A letter from Carma Zimmerman, State Librarian, thanking the Commission for their thoughtfulness in writing about Rose Vainstein, Library Consultant.

Mr. Carr stated that he had been trying to get an estimate from the Doelger people on the new Westlake branch, but had been unable to get any figures from them as yet. Mr. Carr explained to Mr. Stites the plans that have been made by the Commission for a new Westlake branch of the library. This led to a general discussion among the Commissioners and Mr. Stites on the library budget and the future planning for the library.

The secretary was directed, in the future, to make enough copies of the minutes for each member of the Commission, thereby doing away with the reading of the minutes at each meeting.

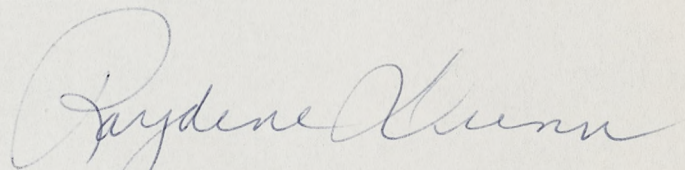
NEW BUSINESS:

A motion was made and second that a letter be written to the Civil Service Board of Review requesting that an examination be held for the position of Head Librarian with a salary of \$358.00 to \$436.00 and qualifications the same as in current use. The secretary was so directed.

There was a short discussion on the position that is now classified as Childrens Librarian. It was decided to hold this matter over for further study and discussion on the qualifications, salary and the name for the position.

Mrs. Rollandi stated that the ALA is sponsoring a scholarship fund. The city may not contribute, but she felt that some of the members of the Board might like to give a personal contribution.

The meeting adjourned at 10:50 p.m.



Raydene Dunn
Secretary Pro-tem

A special meeting of the Daly City Library Commission was held on April 25, 1955. All Commission members were present. Mrs. Cecil Saarinen was present as a guest.

Letter was read from Mrs. Saarinen regarding her status.

It was decided that the title of her position should be Library Assistant. Mr. Carr will dictate a letter to the Library Secretary for the Civil Service Board of Review asking that this change be made and that a notification be sent Mrs. Saarinen to this effect. Mr. Carr will recommend that the CSBD not accept the new title of her position.

Mr. Carr received a verbal bid from Mr. Kenrie of 95,000.00. He will request a written and itemized bid.

Letter will be sent to Mr. Weibel requesting permission to use the kindergarten room for the summer. Mrs. Rollandi will write the letter.

Alternatives to Westlake site:

- a. Bid for building to build on city property.
- b. Expand main library and service Westlake with a bookmobile.
- c. King's market rental area.
- d. Mr. Carr and Dr. Farber will get bids.

Respectfully submitted

Margo Westgaard, Secretary

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
May 11, 1955

ROLL CALL: Present: Mr. Carr, Chairman
 Mrs. Hanselman
 Mrs. Keith
 Mrs. Westgaard

 Absent: Mr. Farber

 Guests: Mrs. Rollandi
 Mr. Stites

Mr. Stites and the Commissioners discussed the present state of the library budget. Mr. Stites said he would speak to the Council about an appropriation to remove from the General Fund, and put into the Library budget, the \$6700.00 paid to the City by the County. They also discussed the possibility of receiving more services from the County, or, the possibility of setting up a department in the city to take care of the work now being done by the County.

Mr. Carr told the Commissioners that on the plans he had submitted to Henry Doelger he had received a verbal bid of \$95,000.00, with \$30,000.00 of this bid going toward the purchase of the property. It was felt that this was too high and the possibility of getting another site for the library was discussed. Mr. Stites agreed to talk to the Henry Doelger people about getting a library on a lease-purchase basis and to also speak to them about a location to use for a childrens library to utilize the book purchased from the Westlake PTA funds. This childrens library on a temporary basis until a regular library could be erected.

REPORTS:

1. Circulation report for the month of April. 6,163
2. Financial statement a/o May 1st. Balance \$6472.16

The Commissioners agreed that the report from the California Library Association workshop meeting should be edited and put into the local paper.

OLD BUSINESS:

After a discussion on the qualifications, experience and salary, it was agreed to advertise the position of Librarian at a salary of \$395.00 per month which is the third step of the new proposed salary range. Mrs. Hanselman made a motion, second by Mrs. Keith that a letter be written to the Civil Service Board requesting that under the caption of experience in the job description for Librarian it be changed to read "Five years of experience in public library work" from the present "Two years of experience in professional library work". The motion was unanimously carried and the secretary was so directed.

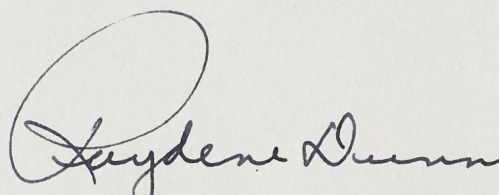
COMMUNICATIONS:

A copy of a letter from Mrs. Rollandi to Mr. Weibel, Superintendent of Schools regarding a summer reading program was read into the record.

NEW BUSINESS:

The Commissioners discussed holding a Trustees meeting for the 47 cities in the Golden Gate District. It was agreed that a letter should be written to Mrs. Yokum asking for some definite suggestion and tentative plans were set for holding a planning meeting with South San Francisco, San Bruno, Mrs. Moore and Dr. White in June to formulate some definite plans.

The meeting adjourned at 10:10 P.M.



Raydene Dunn
Secretary Pro-tem

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
June 8, 1955

ROLL CALL: Present: Mr. Carr, Chairman
Mr. Farber
Mrs. Hanselman
Mrs. Westgaard
Absent: Mrs. Keith
Guests: Mrs. Rollandi

REPORTS:

The Librarian's circulation report for the month of May was accepted and filed. Total circulation- 6,029.

The librarian reported that Mr. Weibel had verified the use of the kindergarten for a summer branch library in Westlake. The Commission should supply janitor service, and look into the terms of its insurance coverage.

There was no financial statement.

OLD BUSINESS:

Exam for Head Librarian

Mrs. Hanselman moved and Dr. Farber seconded a motion that Mr. Carr write to the Council, with a carbon to Stites, stating that Mrs. Rollandi is willing to stay in her position only until Oct. 1st.

Another motion by Dr. Farber and seconded by Mrs. Westgaard that Mr. Carr write Mr. Stites requesting a report on his discussions with Mr. Doelger regarding the proposed Westlake Branch, and the plans submitted for same.

Mr. Carr will send another letter to Stites informing him of the summer reading program and the temporary branch at Westlake. He will ask him to check with Mrs. Rollandi about janitorial service and liability.

COMMUNICATIONS:

Letter read from Mr. Dettle regarding the position ~~off~~Head Librarian. An answer will be sent him telling him we will know within a few weeks. We will send him an application and information about the job.

Letter from Mrs. Rollandi regarding the summer program, and requesting additional help to take inventory, carry on the summer program, and fill in for vacations. Mrs. Westgaard moved and Mrs. Hanselman seconded a motion that the Commission authorize Mrs. Rollandi to hire an additional full time adult employee beginning June 28th extending through August 31st.

NEW BUSINESS:

The Commission will send a letter to Mr. Stites regarding the dates of the July and August meetings. Due to vacation schedules and in order to obtain a quorum of Commission members the meetings will be held on the third Wednesdays of July and August, i.e. July 20th, and August 17th.

The Commission agreed to have the photograph of John Daly restored and rehung in the library.

New position of Assistant Librarian

Mr. Carr will write to the Civil Service Board of Review referring to our letter of April 14th. He will forward to them the list of qualifications, typical duties, and personal qualifications drawn up by the Commission at its meeting. These proposals constitute the new position which supersedes the position of Children's Librarian. The salary range would be 295-341.

Mrs. Westgaard moved, and Mrs. Hanselman seconded a motion for adjournment.

Margaret W. Westgaard
Margaret W. Westgaard, Secretary *m. H.*
Daly City Library Commission

July 20, 1955

The Daly City Library Commission met on July 20, 1955 for the purpose of hearing Mr. Stites explain the tentative 1955-1956 library budget. Chairman, Wayne Carr presiding with Jane Keith and Maude Hanselman present. Visitor--Howard Stites.

It was moved by general consent that a bill of \$100.00 from Dorothy Cunningham, for consulting fees on West-lake branch, be paid.

Meeting adjourned at 10:30 p.m.

Maude Hanselman
Maude Hanselman

MINUTES - DALY CITY LIBRARY COMMISSION

1955
The regular meeting of the Daly City Library Commission was held on August 17th in the City Hall. The following Commissioners were present: Mrs. Hanselman, Dr. Farber, Mr. Carr, Chairman, Mrs. Westgaard, Secretary. Mrs. Lorraine Rollandi was a guest. Minutes of the July 20th meeting were read and approved.

REPORTS BY LIBRARIAN

Librarian submitted time schedules for part time help for the period July 6 through August 2.

She brought up the matter of giving Library service to transient occupants of motels. She reviewed the present system of charging \$1.00 deposit per book with a maximum service charge of \$1.00 a year. She recommended raising the deposit to these transient borrowers to \$5.00 plus a service charge of .25 per book. Mrs. Hanselman moved that the Librarian charge a \$5.00 deposit, with a service charge of .25 per book, with a maximum loan of two books at one time to transient borrowers (in trailers and motels). Dr. Farber seconded it, and the motion passed unanimously.

At the September meeting the Commission will adopt a statement on the Library book selection policy. The Librarian will send each commissioner material to study.

ELECTION OF OFFICERS

Mrs. Westgaard nominated Mr. Carr to serve as chairman for another year. Dr. Farber seconded it. Mrs. Hanselman moved that the secretary cast a unanimous ballot.

Mr. Stites then joined the Commissioners. He assured the commission that the examination for Librarian would be posted within a week. Notices of the examination will be sent to library schools, libraries, and to the State library. The examination will be held by September 15th if possible.

Bill for Miss Cunningham's services will be paid. Mayor Verducci and Councilman Vickers said they had authorized the bill and that it should be paid out of general funds not library funds.

Mr. Stites went over the library budget and clarified it. He requested the new controller to submit a Fund Report to the Library Commission for the next meeting.

He reviewed the existing county contract and said he was planning to meet with the County Manager, Mr. Stallings and draw up the 1955-56 contract. He invited Mr. Carr and Dr. Farber to go with him. The meeting adjourned at 10:45 p.m.

Respectfully submitted

Margo Westgaard
Margo Westgaard *M.W.*

The regular monthly meeting of the Daly City Library Commission was held on Sept. 14, 1955. Mrs. Keith and Dr. Farber were absent.

There was no librarian's report.

The librarian will draw up a job audit or description of Mrs. Saarinen's position.

Mr. Carr and the City Manager will sign the contract for county service next Thursday.

Librarian suggested that we hire additional part-time help to shelve books. Mrs. Hanselman moved that the Commission recommend that the librarian hire immediately a part time page(college student) to shelve and do other minor clerical routines. Mrs. Westgaard seconded, and the motion was unanimous.

Librarian recommended that the Commission defer the adoption of a book selection policy until the new librarian' takes the position.

Letter from Mrs. Brewer regarding a position handling the publicity program of the library. She will contact Mr. Carr again. He will find out about the matter of compensation and if there is no cost involved to us she will be invited to submit plans.

This was Lorraine Rollandi's last meeting. Due expression was made of her fine services to the library.

Meeting adjourned at 10PM

Respectfully submitted

Margo Westgaard

MINUTES, DALY CITY LIBRARY COMMISSION

THE regular monthly meeting of the D.C. Library Commission was held on Wednesday, Oct. 12, 1955 in the Council chambers.

Mrs. Keith was not present.

Minutes of the last regular meeting were approved as read. There was no Librarian's report, nor were there any communications to be read.

Dr. Farber brought up the matter of the State College student page who was hired at a greater wage than the hourly rate at which Mrs. Yule is paid. The City Manager had talked with him about the situation, and was going to raise the pay scale of the present employees to equal the pay of the page. The position of library assistant is being reevaluated along with all other positions in the library. When the new librarian comes the entire personnel situation will be reviewed.

Dr. Farber also forwarded to the Commission Mr. Stites's suggestion that he try to get a 1/2 acre lot on the south side of Southgate between Lynwood, and Crestwood for the library site. Doelger owes the Recreation Commission 2 acres of residential property. If they would relinquish 1 of these acres to the Library Commission this acre might be exchanged by Doelger for 1/2 acre of commercial property. Stites wants to know the Commission's desires. The secretary was instructed to write him as soon as possible.

Mr. Carr reported another conversation with Mr. Stites. The City Manager is going to reevalutate each of the library positions, and after the new librarian comes will review the entire personnel situation.

Mr. Carr reported that he had gone with the City Manager to Redwood City to sign the contract for county service. ^{The contract was not signed.} The City Manager wants the Commission to send him an expression of its desires regarding a site for a Westlake branch. Miss Smith, the top applicant, notified Mr. Stites she could not accept the position if it were offered to her because she was unable to take up residence in Daly City. Since the L.C. had notified Mr. Stites to offer the position to Miss Clark if Miss Smith did not accept the position. Mr. Stites would also like to receive from the Commission a recommendation to withdraw from the country contract. He should have this recommendation by the first of the year.

Mrs. Hanselman will get the State Library Code from the City Attorney and a report on our budget before the next special meeting, Oct. 19. Mr. Carr will find out the total amount of the county library tax paid in by Daly City. There will be a special meeting on Wednesday, Oct. 19, to review all aspects of the relationship of the Library Commission to the City Manager, and to the new librarian.

Dr. Far er moved that we write Mr. Stites saying that the Commission approves his exploring the possibility of getting a site on Southgate Avenue between Lynwood and Crestwood. Request him to keep us informed of his efforts in this regard.

Mrs. Lenore Brewer talked with the Commission about writing a column for

library publicity. She stated she would handle a column for \$20.00 per column.

Mr. Carr will telephone Mr. Stites and ask him how we will handle our convention expenses which will total \$50.00 for the ~~four~~^{five} of us.

The meeting adjourned at 11:45.

Respectfully submitted

(Mrs) Margo Westgaard, Secretary

MINUTES, DALY CITY LIBRARY COMMISSION

A special meeting of the D.C. L.C. was held in the Council Chambers of the City Hall on Oct. 19. The purpose of the meeting was to draw up an agenda for a meeting with City Manager in which the Commission would seek to clarify the relationship of the Commission to the City Manager especially in matters of finance, personnel, and planning.

All Commission members were present.

We will also discuss the following matters with the City Manager:

1. The hiring of A S.F.State College student as page and his rate of pay.
2. Coordination of planning for the Westlake branch. The L.C. desires that its planning and that of the City Manager be coordinated a little more than in the past. Before planning can proceed the Commission needs to know the financial potential.
- 3.
3. Contract with the county. Section 22108 of the Education Code reads that it is the library commission's responsibility to enter into a contract with the country to secure...
4. The L.C. cannot recommend to break with the county unless it can be assured the:
 - a. The city library tax will not be lowered, i.e. the amount that is presently raised by the county and the city library tax will then be raised by the city alone. The city should guarantee that an adequate library budget will be provided to operate independently. If a Westlake branch is planned, this will have to be more than the combined city and county appropriations.
 - b. The Commission will have to immediately purchase a considerable stock of books.
 - c. There will have to be another professional position to handle processing and space will have to be provided for this activity.
5. Request the City Manager to keep the Verticala File unlocked so the L.C. can have access to its records.

The L.C. will take up the following matters with the new librarian at its first meeting with her:

- a. Hire a high school page, rather than a college student for a page.
- b. Survey of users to find the percentage of Westlake users.
- c. Draw up a plan for independent operation if the L.C. withdraws from the county, and when this separation could be made without damaging library service to Daly City as a whole.

Meeting adjourned at 11PM.

Respectfully submitted

Mrs Margo Westgaard, Secretary

on Oct. 26th.
The Library Commission met with Mr. Stites in a Special meeting to discuss the county contract for library service to Daly City. Mr. Dennis attended as a representative of the Council.

Mr. Stites estimated that if we withdrew from the County system the sum of the city and county library tax would amount to ca. 35,000.00. This in itself would not be adequate to run a main and a branch library. It was very roughly estimated that it would take 55,000.00 to run a main and branch library.

The relationship of the City Manager and the Library Commission was discussed. Mr. Stites defined the duties of the City Manager as follows:

- a. How we will purchase, etc. etc.
- b. How we will handle personnel, hrs. rate of pay.
- c. In future will select employees.

The Commission's responsibilities are similar to the following:

- a. Determination of lending policies.
- b. Book selection policies.
- c. Duties of personnel. Control of positions, job classifications, and what they encompass.

The librarian is to attend every regular meeting. Takes minutes; secretary is to sign them.

Mr. Stites says that he will recommend to the Council the adoption of a resolution that the county draw up a contract to cover service for 1955/56.

The Chairman will write a letter to the county requesting a contract be forwarded. There was a unanimous motion.

Respectfully submitted

Margo Westgaard, Secretary.

The regular meeting of the Daly City Library Commission was held in the Council Chambers of the City Hall on November 16, 1955.

Those absent were: Mr. Carr and Mrs. Keith.

Minutes of the last regular meeting were approved as read. Minutes of the last two Special Meetings were approved as read. There were no bills.

Report of the Librarian - The librarian reported that the page Lawrence Walker left without notice last week. Commission recommended exploring the possibility of hiring a high school student.

Other reports

Old Business - Letter from the County Librarian regarding the County contract. The Commission discussed the following with the new librarian, Miss Clark.

- (1) The monthly report will be more than a statistical report, and more statistics will be given, also comparative statistics will be given.
- (2) Dr. Farber moved that the librarian explore the idea of getting a reliable local junior or a high school student and pay him \$1.00 an hour. It was moved by M. Westgaard and passed unanimously.
- (3) Dr. Farber asked the librarian to take a sample to estimate how many Westlake residents are library borrowers.
- (4) Dr. Farber expanded on the duties of the librarian in talking to public groups and in planning publicity programs for the library.
- (5) Survey of the personnel situation. The librarian will have something to present to the commission.
- (6) The librarian will send us all copies of the standards. She will draw up a chart of what we should have and what we already have.
- (7) Picture file - excellent but presently unavailable. It will be placed in the children's room. Equipment needs - will survey it on a later date.
- (8) Provision of a workroom in the library for processing of books and provision of an office for the librarian.

The secretary was requested to follow-up with Mr. Stites on the Oct. 24th letter.

Meeting adjourned at 10:10 p.m.

Respectfully submitted

(Mrs.) Margo Westgaard, Secretary

C.C.

Miss Clark

Dr. Farber

Mr. Carr

Mrs. Hanselman

Mrs. Keith

The regular monthly meeting of the D.C. Library Commission was held on December 13, 1955. Mrs. Keith was absent.

Report of the librarian was read and accepted. The report included the following:

- a. Sampled 1 drawer of registered borrowers. Around 15% are Westlake residents.
- b. 20% of the November circulation was county books. The heart of the reference collection are county books.
- c. Detailed the travelling county collection of popular fiction mysteries, westerns, and science fiction.

No monthly financial statement.

Letter was read from Dr. Gray, President C.L.A. Trustees Section asking Mr. Carr to serve on the Advisory Committee. Commission asked Miss Clark to send a note to the Record on this nomination.

Old Business.

Memo from Mr. Stites regarding plans for capital improvement program. This is to be submitted in the Dent. Heads Meeting. The Commission recommended to the librarian she submit the following:

- a. Provide service to Westlake as per our letter of Dec. 12, 1955.
- b. Improvements in the main library as indicated in our budget submitted last spring. This is to include immediate improvements to provide an office and a work room and to correct the situation in the back room.
- c. Plan for a 50,000 population to increase the book stock to 35,000 with an annual accession rate of 5000 volumes.
- d. Plan for an audio visual program consisting of films, records, etc.
- e. Personnel expansion to a staff of 2 libraries and keep them both open 62 hrs. a week.

Miss Clark is to expand this as Miss Clark sees fit.

Reclassification of Mrs. Saarinen's position.

Letter was read from Stites regarding establishing a position of Senior Library Aid with a competitive exam. The Librarian will reply to his letter that she has referred the matter to the Commission. The Commission will consider the personnel situation at its January meeting.

Meeting adjourned at 11:30

Respectfully submitted

Margo Westgaard, Secretary

1956

The regular meeting of the Daly City Library Commission was held in the Council Chambers on January 11, 1956. Mrs. Keith was absent. Miss Sinclair of the State Library was a guest.

The Librarian's report was accepted and filed.

Old business. Librarian reported on a personnel problem. She had received a letter from Mr. Stites indicating he was willing to recommend a reclassification of Mrs. Saarinen's position but this would involve a new exam. After discussion with Mr. Stites it was decided the 2 clerical positions should be set up as Senior Library Aides. Mr. Stites will prepare a duty statement and submit to Miss Clark. The Commission asked Miss Clark to convey to Mrs. Stites information from the August 27, 1954, June 17, 1955, and March 18, 1955 minutes pertaining to the position of Library Assistant and its terminology.

Dr. Farber brought up the matter of the Commission's responsibility in personnel matters. He suggested we get a written opinion from the City Attorney defining the relationship of the Commission to the City Manager. The Commission will draw up the questions at the next meeting.

Matter of purchasing books taken up with the City Manager. Purchasing will be expedited from now on.

Mr. Carr will follow up with Mr. Stites regarding his attempt to rent property from the Doelger Corporation for a new branch.

Mrs. Woods talked to Miss Clark about starting a "Friends of the Library" group. Commission is very eager for such a group.

Mr. Carr will request Mrs. Stites to have Mr. Weiler take care of the leaking roof and the front door.

Matter of policy on registering new borrowers for non-residents of Daly City. Mr. Carr will explore possibility of mutual borrowing privileges with San Francisco.

Budget report. Dr. Farber asked for a continuing check on percentage of Westlake residents who are new ~~residents~~ registrants or re-registrants.

Meeting adjourned at 10:50
Respectfully submitted

Margo Westgaard, Secretary

(3)

Regular meeting of the D.C. Library Commission was held on Feb. 8, 1956. All commission members were present. Miss Ross was a visitor.

Miss Clark explained details of the Workshop on Library Cooperation sponsored by the State Library March 24-29. Mrs. Hanselman moved that the commission authorize Miss Clark to attend the Workshop if the D.C. Library application is accepted. Mrs. Keith seconded, and the motion was unanimous. Miss Ross has promised some substitute help if Miss Clark can go to the Workshop.

Miss Clark reported on a consultation with Mr. Weiler regarding library building problems, especially the lighting problem. To solve the problem the lights should be lowered and the ceiling painted white. Front door should be fixed.

Mr. Carr reported on his talk with Miss Cunningham. She offers her assistance for our future branch. She recommends the commission visit the Santa Clara branch.

A letter was drafted to Mr. Stites requesting information on his negotiations with the Doelger Corporation for renting property in Westlake. The answer is to be directed to Mr. Carr who will contact the commission immediately. This letter was never sent because Mr. Carr two days later made arrangements for renting the gun shop for the branch library.

Mr. Carr is to meet with Mrs. Mohr and Mr. Clark of the S.F. Public Library to see about arranging borrowing privileges for D.C. residents from the S.F. Public Library system, and vice versa.

Dr. Farber proposed a motion setting forth that a letter be written to the City Attorney requesting clarification of the status and functions of the Library Commission because of the apparent conflict of city ordinance setting up the position of City Manager and the state statutes detailing the duties of the Commission. Mrs. Hanselman seconded the motion, and it passed unanimously.

Miss Ross is preparing her budget and must know what items she should include for the Westlake branch. She will reinstate the capital outlay items, raise it for shelving. She will budget for an initial development of 10,000 books. The Commission suggested that Miss Ross submit the county contribution to D.C. salaries as part of her total salary request. The branch is to be staffed with 1 full time professional, 1 full time library aide, 1/2 time typist/clerk and 10 hrs student help.

Respectfully submitted

Margo Westgaard, Secretary

61
The regular monthly meeting of the D.C. Library Commission was held on March 14, 1956. All Commission members were present.

Miss Clark discussed certain matters relative to her report. She reported on the fire inspection of the new Westlake branch. Aisles must be 3' wide.

Regarding the opening of the Westlake branch. It was decided to open registration to Broadmoor and Colma on April 1.

Opening ceremonies. Saturday the 14th of April was the date agreed upon. The arrangements are to be made at a special meeting on 3d of April.

Budget for 1956-57. This will have to be planned at a special meeting in April. Commission should request a special appropriation of 500.00 to belong to the film circuit.

Miss Clark will attend the Workshop on Library Cooperation from March 24 through March 29. Mrs. Rollandi will substitute ~~Tuesday~~ through Thursday.

Mr. Kendrie asked Mr. Carr to speak at the D.C. Chamber of Commerce luncheon on Thursday March 15th. Mrs. Woods is also on the program. Miss Clark will also speak on the branch library.

Mr. Carr will serve on the committee appointed by the Mayor to choose a site for the new branch.

Library hours at the new branch will be 1-5 daily. MWF 7-9 and Saturday 9-1.

The Broadmoor Property Association has requested Mr. Carr to talk on the new branch. They will contact him again in April.

Respectfully submitted

Margo Westgaard, Secretary

A Special meeting of the Daly City Library Commission was held on April 3rd, 1956 at the Council Chambers. Mrs. Keith was absent. Mrs. Woods and Mrs. Larson were present as guests.

Miss Clark reported on the progress of the Westlake-Broadmoor Branch of the Daly City Public Library. She has hired Mrs. Cardwell as temporary Branch Librarian pending results of the examination. Reported Mrs. Plummer will leave at the end of the school year when her husband is transferred.

Mr. Carr reported that secretarial help will be available to the secretary.

Opening of the library will be April 14, Saturday, 2 P.M. The name will be Westlake-Broadmoor Branch Library. Miss Clark will investigate possibility of getting a County Library sign to place in front.

The following invitation letter to be sent to lists drawn up by Mr. Carr & Mrs. Woods.

The Library Commission cordially invites you to attend a preview opening of the Westlake-Broadmoor Branch of the Daly City Public Library, 34 Park Plaza Drive, on Saturday, April 14, 1956 at 2 P.M.

The library will be open for inspection until 5 P.M.

Very truly yours,

Wayne Carr, President
Daly City Library Commission

Mrs. Woods and Mrs. Larson will type invitation letters to members of the friends of the Library and P.T.A. Board members of this year and last.

Mrs. Hanselman reported on the 2nd meeting of the ^{its} State Committee.

Meeting adjourned at 11 P.M.

Respectfully Submitted

Margo Westgarrd
Daly City Library Commission Secretary

67
The regular meeting of the Daly City Library Commission was held on April 11, 1956 in the Council Room of the City Hall. All members of the Commission were present. Mrs. Cardwell and Tom Pringle of the library staff were present as guests.

Mr. Carr reported on arrangements for Saturday's preview opening Dr. Farber will take over as Master of Ceremonies if Mr. Carr can not attend. Miss Clark reported on the news release.

Mrs. Keith reported that she intends to submit her resignation from the Commission. She will delay this until the Commission can make a recommendation to the Council.

There was discussion about the "Friends of the Library Group" and their plans for a membership drive.

Minutes were approved as presented.

Miss Clark reported the library had been broken into over the weekend and \$1.49 taken from the fines and revolving fund.

Mrs. Hanselman moved that Miss Clark reimburse Miss Beavis Dawson for stenographic help in typing invitation letters. Dr. Farber seconded and the motion was a unanimous one. Miss Clark will arrange payment.

Miss Clark gave each Commissioner a report on the state of the budget.

Mr. Carr suggested that a special meeting be held next week to draw up the budget. The meeting will be on Wednesday, April 18 at 8PM/

The meeting adjourned at 11PM

Respectfully submitted

M. Westgaard, Secretary

A Special meeting of the D.C. Library Commission was held April 18, 1956. Mrs. Keith was absent.

Mr. Carr brought before the Commission the agreement covering payment of salaries at the Westlake Branch. Mrs. Hanselman made a motion to authorize Mr. Carr to sign and accept the contract. He will send a letter indicating the Commission's objection to the name of the branch. The name should indicate that the branch is a joint operation of the city and county. The Commission also objects to item no. 3. Supervision should be by the Daly City librarian. He should also state in the letter that the present number of books is inadequate. Mrs. Westgaard seconded and the motion was a unanimous one.

The following budget was drawn up.

Item 2	Materials and Supplies	500.00
item 3	Insurance	400.00
Item 7	Repairs to equipment	100.00
Item 8	Repairs to buildings	1800.00
Item 9	Telephone	350.00
Item 10	Utilities	1200.00
Item 14	Stationery	500.00
Item 16	Dues	500.00
Item 34	Books	10000.00
Item 35	Periodicals	500.00
Item 52	Equipment	1000.00
Item 39	Rent for Westlake Branch	1500.00
	Lot for expansion of Main Building	12000.00
	Lot for Westlake branch	25000.00
	Expansion of Main Building	17000.00
	&	
Salaries:	Personnel to run main branch	
	City Librarian	5148.00
	Senior Librarian	4404.00
	Senior Library Aid	3507.00
	Library Aid	3164.00
	Library pages	1200.00
	Junior Librarian	3996.00
	Custodian (half-time)	2046.00
		23,465.00
Detail to support Item 8		
Floor recovered	600.00	
Walls & ceiling painted	500.00	
Lighting fixtures altered	50.00	
Roof fixed	300.00	
Front door fixed	50.00	
Office and workroom to be made		
from 2 lavatories	300.00	
	1800.00	

This budget is to be submitted when forms are received from the City Manager. Miss Clark will contact Mr. Carr and Dr. Farber.

Respectfully submitted

Margo Westgaard, Secretary

The regular monthly meeting of the Daly City Library Commission was held on May 9 in the Council Chambers. Mrs. Keith was absent.

Mr. Carr extended an invitation to the Commission from the S.F. Library Commission to attend an exclusive showing of incunabula in the Commission chambers on May 14, 5 to 7 o'clock.

by Miss Clark

The following changes were made in the budget which the Commission had drawn up at its Special Meeting:

Item no. 10	changed to	1500.00
Item no. 130 Postage	changed to	100.00
Telephone Item	changed to	250.00
Add Publishing and Binding No.		500.00
Item no. 8	changed to	1550.00
Item no. 34	changed to	9500.00 (Includes 500.00 for Film circuit and 500 for records.)
Travel Expense	changed to	350.00
Dues and Meetings	changed to	150.00
Combine notems 2 and 14		1000.00
Total of operating budget		17,400.00

Positions to be listed:

City Librarian
Custodian
2 Senior Librarians
2 Senior Library Assistants
Library Aid II
Junior Librarian
2 Library Pages at 100 hr.

Capital Outlay

Lot for Westlake-Broadmoor branch	25,000.00
Lot for expansion of main building	10,000.00
Payments on Westlake branch	14,000.00
Expansion of main library	17,000.00

Change item 52 to 900 to according to quote by D. Cunningham	1110.00 (Shelving)
1 additional desk (contingent upon remodelling of workroom)	200.00
2 posture chairs	100.00
Fluorescent desk lamps 2 at 18.00	36.00
2 steel filing cases	200.00
Typewriter	160.00
6 chairs	54.00
Card Catalog	200.00

Add architect's fee to plan Westlake-Broadmoor branch	4000.00
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Mr. Carr requested Miss Clark to send a letter of thanks to the PTA for the check of 112.39 that was presented to the Commission at the Preview opening of the Westlake Broadmoor branch.

Miss Clark brought up the matter of changing the title designation of Junior Librarian.

Miss Clark brought up the matter of changing the title of the position presently called Library Aid II to Junior Library Assistant with a change of duties statement.

Mrs. Hanselman moved and Dr. Farber seconded a unanimous motion that the Commission send a letter to the Personnel Board recommending that the title of the position presently called Library Aid II be changed to Junior Library Assistant at the same salary range 1906.4. The revised Duty Statement is as follows:

Miss Clark will send the secretary a copy of the suggested Duty statement for incorporation into the letter to the Personnel Board. (see copy attached)

Therefore the previous duty statement and title of Library Aid II should be abolished.

Miss Clark is reorganizing the clerical work of the library assigning the more difficult tasks to the Senior Library Assistant and the less difficult to the proposed Junior Library Assistant. This change of title brings the position into proper relationship with the other clerical jobs in the library.

The Commission dictated the following letter to be sent to Mr. Stites regarding the replacement of Mrs. Plummer.

The question of Mrs. Plummer's replacement was discussed at the last regular Commission meeting on May 9. On Sept. 10, 1954 the Commission filed with Mr. Andersen, Secretary of the Civil Service Board of Review a statement outlining the position of Children's Librarian with Duty Statement attached. An exam was posted, but no qualified applicants appeared. Consequently on April 14, 1955 the Commission wrote the Civil Service Board of Review requesting that no further action be taken on the exam. The Commission wishes at this time to reaffirm this position. Therefore in order to fill the vacancy caused by Mrs. Plummer's resignation the Commission recommends that the eligibility list established at the recent exam for Senior Librarian be used. The Duty Statement covering this position would adequately cover the duties of the replacement.

Dr. Farber made the motion to send this letter and Mrs. Hanselman seconded.

Miss Clark will send reservations to the Golden Gate District Meeting for the Commission.

Presently the book stock in the Westlake Broadmoor Branch includes the following:
2757 county books
100 adult city books
69 city bought for Westlake
1400 Westlake juveniles.

Mr. CarrMr. Carr reported on his meeting with Mrs. Moore and Mr. Clark regarding reciprocal borrowing privileges between Daly City and San Francisco. This agreement is not to be formalized. Daly City residents up to 18 yrs. of age will be able to borrow from 5 branches adjacent to Daly City. Mr. Carr will dictate a letter acknowledging this agreement.

Meeting adjourned at 12:05.

Respectfully submitted

Margo Westgaard, Secretary

SUGGESTED DUTY STATEMENT

JUNIOR LIBRARY ASSISTANT

DEFINITION

Under direction, to do clerical work in the Library; and to do other related work as required.

EXAMPLES OF DUTIES

Charges and discharges books, keeps accurate records of circulation procedures, sends overdue notices to delinquent borrowers, Checks lists. Assists in taking inventory. Types correspondence and other necessary communications. Checks in periodicals and claims missing issues from publishers. May be required to operate a mimeograph or other duplicating machine.

MINIMUM QUALIFICATIONS

Knowledge of modern office and record-keeping procedures, numerical and alphabetical filing; ability to operate a typewriter skillfully, learn Dewey Decimal System and library procedure; perform clerical work with reasonable speed and accuracy; follow oral and written direction, and work cooperatively with the public and fellow employees.

EXPERIENCE

Experience in a library would be helpful, but not essential.

EDUCATION

Equivalent to graduation from high school.

The regular meeting of the Library Commission was held June 13, 1956 in the Council Chambers. The meeting was called to order at 8:07 P.M. Mrs. Westgaard was absent. Mrs. Robert Woods, Mrs. Stanley Wilson and Mr. Jack Hurt were present as representatives of Friends of the Library. In the absence of the Secretary, Miss Clark was asked to take the minutes.

The Librarian's report and the monthly financial report were discussed. Miss Clark reported on funds encumbered since May 31, indicating that nearly all of the Library's budgeted funds had been encumbered.

The Library Budget for 1956/57 was discussed, particularly in relation to the revised budget request submitted by the Librarian at the City Manager's request. Major change in the revised budget request was the deletion of the sums for the purchase of John Degliantoni's lot and improvement of the Library building. Dr. Farber moved that the Commission forward to each Councilman and the City Manager a copy of the budget as approved by the Commission with the request that this budget be considered for Council recommendation. Mrs. Keith seconded the motion, and the motion was carried. Mrs. Keith moved that the Commission request a clear statement of policy by the Council on the future of the Library as a whole, particularly as to how the Commission should plan for expenditures in the future, whether the Library will remain affiliated with the County Library or whether Daly City will be operating a completely independent service. Dr. Farber seconded the motion. After considerable discussion of the question, Mrs. Keith withdrew her motion. Mrs. Keith then moved that the substance of her motion be included in the communication to the Council previously moved by Dr. Farber. Mrs. Hanselman seconded the motion, and it was carried. It was decided that Dr. Farber would compose the letter, subject to the approval of the other Commissioners. Miss Clark was directed to prepare six copies of the original budget request for inclusion.

A letter was read from the Friends of the Library concerning the contract with the County recently approved by the City Council. The prospect of working on a new contract to cover service from the County for 1956/57 was discussed, and Miss Clark was directed to make an appointment with the County Librarian for joint discussion with the Commission of the problems involved. Another letter from the Friends of the Library was read, concerning the offer by the Friends of volunteer help for the Library and plans for a book drive. In this connection, Miss Clark reported on plans for the Summer Reading Program and outlined the part which volunteers from the Friends would play in completing the program. Miss Clark expressed the opinion that volunteer help would be most valuable for special projects of relatively short duration, rather than for general library duties. Mr. Carr suggested that the Friends prepare a list of volunteers for the Library, including special talents or interests of the persons willing to volunteer. This list could then be used to call on personnel at any time and would obviate delays in contacting suitable people.

The Librarian brought up the subject of temporary borrowers' cards issued to transients. The Commission decided not to discuss the matter further or to take any action until the policies of neighboring libraries could be investigated. Miss Clark was directed to gather such information and report at the next Commission meeting.

TEAR PROOF NO. 904-13P U.S.A.

The Librarian reported that an appointment as Senior Librarian in charge of the Westlake-Broadmoor Branch has not as yet been made. She indicated that the first person on the eligible list is no longer interested in the position, and that the third person was not recommended by his employer and is also unavailable at the present time. The Commission concurred in the opinion that the appointment should be offered to the second person on the list, Mrs. Cardwell. The position of Children's Librarian was discussed, relative to authorization from the Personnel Board for the hiring of a full-time Children's Librarian from the recent Senior Librarian list, but at a salary lower than Senior Librarian. Appointment of Mrs. Cardwell as Senior Librarian would exhaust the eligible list. Miss Clark was directed to contact any prospective applicants for Children's Librarian and to request temporary appointment of a suitable person. Miss Clark announced that the salary for Senior Library Assistants had been increased at the regular meeting of the City Council on June 11, 1956.

Mrs. Hanselman mentioned the C.L.A. District Meeting at San Rafael, attended by three Commissioners and three staff members.

Miss Clark reported briefly on an attendance and circulation survey made during one week of May at the Library's Mission Street building only.

Mr. Carr reported on recent developments in regard to a reciprocal borrowing agreement with the San Francisco Public Library. He reviewed the background and meeting with the Chairman of the San Francisco Library Commission and the San Francisco Librarian. At that time it was felt that a survey would be necessary before the respective City Attorneys could draw up a formal agreement. As a part of this survey, five branches of the San Francisco Library were to be opened to Daly City residents, in return for which the Daly City Library would open its Mission Street facilities to San Francisco residents. San Francisco, however, would register borrowers only up to and including the age of eighteen. It had been agreed at the time of this meeting that the arrangement would not be publicized because it was experimental and there would be legal matters which would have to be resolved before a public announcement could be made. Mr. Carr was told at the time of this meeting that there were approximately thirty-five Daly City residents registered at three San Francisco branches bordering Daly City; these persons have paid \$2.00 for annual non-resident cards in San Francisco. It was agreed that this fee would be dropped for Daly City residents. Mr. Carr reported that he had received a telephone call on Friday, June 8, 1956 from Mr. Hurt regarding this arrangement, and that he had subsequently discussed the matter with Miss Clark. On Tuesday, June 12th, Mr. Carr received a telephone call from Mr. Clarke, the Librarian of San Francisco, who had been contacted by two persons from Daly City regarding this matter. Mr. Clarke told Mr. Carr that San Francisco would drop the arrangement as a result of this publicity, and the survey has been discontinued. Miss Clark reported that she had been asked about this matter by the City Manager and had been instructed by him to submit a written statement regarding the arrangement. A copy of this statement was given to the Commission.

Miss Clark relayed a message to the Commission from the City Manager to the effect that the City Manager desires a copy of the minutes of all Commission meetings in the future. Mr. Carr stated that the minutes are always available to anyone and that they are filed in the City Manager's office.

Mr. Hurt explained to the Commission his activities as a member of a

committee of Friends of the Library interested in a reciprocal agreement with San Francisco. Mrs. Woods participated in this discussion, as well as the subsequent discussion of the relative positions and functions of the Friends of the Library and the Library Commission.

The meeting was adjourned at 12:30 A.M.

Respectfully submitted,

Patricia J. Clark, Librarian
and Secretary pro-tem

Special meeting of the Daly City Library Commission was held June 19. Miss Ross was present. Mrs. Keith was absent. The purpose of the meeting was to discuss the contract for services for 1956-57.

Miss Ross will send Mr. Carr the following:

1. Copy of the opinion of the B.A. on whether county and city may legally provide for operation of branch county library by the city.
2. Copy of the short term contract covering all services. Commission expressed its objection to the short term contract as per our minutes of April 18, 1956 i.e. the name of the branch; the supervisory responsibility of the branch; the no. of books in the collection.

The contract should specify a minimum collection of 6000 books to be supplied by the county.

The amount we are charged for cataloging should perhaps be included in the contract. Miss Ross did not believe that an item regarding speed in cataloging service could be included in the contract.

Other services which should be mentioned specifically:

- a. binding expenditures for Daly City should be increased. 500.00 spent during this past year. Should be increased to 600.00
- b. Cataloging and processing of all books purchased and acquired by Daly City within a reasonable amount of time.
- c. Amount of supplies cannot be specified.
- d. Include all services rendered. We will receive an annual report of services rendered by the county.
- e. Salary contribution requested: 15,108.00
 1. 6000 for Main D.C. Library
 2. 9108 for Westlake branch

The Commission should get a copy of the 56/57 contract.

Daly City's responsibilities should be mentioned in the contract. Miss Ross believes that the fine money on county books should be turned into the county. The city should only keep the fines on city books. This she feels should be the practice at Westlake. Miss Ross also reported that the County Manager wants the fines raised to .05 a day. Dues will be raised though perhaps to a lower figure. The PTA study of the County Library recommended fines be raised to .05 a day. S.F. Public, San Mateo Public charge .05 a day. Miss Ross wants fines for children's books to be less than that charged to adult borrowers.

There was considerable discussion regarding fine charges and loan periods. Pal Alto has extended 2 week loan period to 3 week period and raised the fine and abolished phone renewals.

Daly City will wait and see what the county will do regarding length of loan periods and fine charges.

Miss Clark reported that her request for purchase of desk lamps had been disallowed by the City Manager.

Respectfully submitted

(Mrs) Margaret Wallis Westgaard, Secretary

The regular monthly meeting of the Daly City Library Commission was held on July 11th. Dr. Farger and Mrs. Keith were absent. Mrs. Woods was present as an observer. Minutes for the last regular and the last special meeting will be read at the next meeting.

Correction was made in the Librarian's Report for June, 1956. Books added July 1, 1955-May 31, 1956 changed to 2272. Total book stock changed to 12, 579.

Financial statement. Mr. Carr will talk to Mr. Scharman about budget surpluses shown in the library account's statement as of June 30, 1956. The Commission will try through Mr. Carr to have the whole surplus of the library budget credited to the library's account.

Regarding the county contract. Mr. Carr has not yet heard from Miss Ross concerning the contract with the county.

The Commission meeting in August will be on the 15th.

Librarian reported on what other cities are doing about transient borrowers. Miss Clark read her letter which was sent to the following libraries: San Mateo Co. Free Library, South San Francisco Public Library; San Bruno Public Library; San Mateo Public Library; Redwood City Public Library; Burlingame Public Library. Answers were read from San Mateo, San Bruno, Redwood City, and South San Francisco.

Our policy (see Sept. '55 minutes) is to require a \$5.00 deposit for two books. When deposit is returned a service charge of .25 is made if deposit is returned within 3 months, a charge of .50 is made if deposit is returned within 6 months.

Motel residents deposit 1.00 per book. When book is returned this is refunded. They are charged .25 fee when the book is taken.

Miss Clark will ascertain county regulations regarding eligibility for borrowing privileges.

Our policy will be revised at the next meeting.

NEW BUSINESS

Miss Clark presented an "hourly county of library attendance and circulation" requested by Mr. Stites for the week of May 9-May 15, 1956.

Elections for 1956-57 officers were held.

Mrs. Hanselman nominated Mr. Carr as chairman and Mrs. Westgaard seconded. Mrs. H. moved that the secretary cast a unanimous ballot for Mr. Carr as chairman. Mrs. W. seconded.

Mrs. Westgaard nominated Mrs. Hanselman for secretary. Mr. Carr seconded. Mr. Carr moved that the secretary cast a unanimous ballot for Mrs. Hanselman as secretary.

Mrs. Hanselman moved for adjournment and Mrs. Westgaard seconded. Meeting adjourned at 10:55.

Respectfully submitted,

(Mrs) Margaret Wallis Westgaard, Secretary

TEAR PROOF NO. 804-13P U.S.A.

The regular monthly meeting of the Daly City Library Commission was held on September 12, 1956 at the City Hall. Members present: Dr. Farber, Mr. De Martini, Mr. Pacelli, Mrs. Woods, Mrs. Hanselman. Guests: Mr. Stites, Mrs. Wilson.

As Chairman Wayne Carr's term had expired, Dr. Farber was appointed temporary chairman by general consent. Mrs. Hanselman was appointed temporary secretary.

The minutes of the regular meeting of July 11 and special meeting of June 19 were read and approved. The meeting scheduled for August 15 was not held, due to lack of a quorum. No financial report was read, as it was not ready.

The librarian's report was sent to all members by mail. Miss Clark will have the yearly library report and a copy of the budget made for the Commission members.

The repair of the roof of the main library and interior painting to be done was discussed. The type and color of new covering for the Children's Room floor and color of walls is to be left to the discretion of Miss Clark, Mrs. Woods and Mrs. Hanselman. This motion was made by Mr. Pacelli and seconded by Mr. De Martini and passed.

It was moved by Mr. Pacelli, seconded by Mrs. Woods, and passed that we accept Miss Clark's recommendation on transient borrowers, as follows:

1. All transients should be treated alike; i.e., temporary residents, trailer and motel residents should be treated as transients.
2. Following information should be given on registration card:
 - a. Name and local address
 - b. Permanent home address
 - c. Name, address and phone number of a local resident as a reference, which information is to be checked before any books are issued.
3. Deposit of \$5.00 required, which is to be refunded at close of account, minus any fines or charges for lost or damaged books.
4. Limit of two books and two magazines at a time.

As our contract with the County was not ready, it was moved by Mr. Pacelli, seconded by Mr. De Martini, and passed that we meet with the City Attorney, Mr. Blum, and Miss Ross, County Librarian, on Tuesday, September 18, at 8 P.M. in the City Hall to discuss services received from the County. Alternate date of Tuesday, September 25, was set. Mr. Stites will contact Mr. Blum and Miss Clark, Miss Ross.

Mr. Stites said the contract to purchase a lot for the Westlake Library was to have been presented; however, it was not ready. The lot, 176' x 96', is to be \$20,000.

Miss Clark read a letter from Miss Ross stating that the County fines will now be five cents per day for adults and three cents a day for juveniles.

Miss Clark reported that the current thirty hours per week of service was not adequate in the branch. After some discussion on hours at both libraries, it was decided to wait to see how the new high school schedule works out.

The California Library Association convention will be held in San Diego October 30 to November 3. Mrs. Hanselman moved that Miss Clark attend, and Mr. De Martini seconded; the motion was carried unanimously. Miss Clark will present a bill for expenses on her return.

Mrs. Wilson, from Friends of the Library, told us of the book drive which will be from October 29 to November 3. The books will be stored in the First Western Bank in Westlake. Mr. Markovich is chairman of the drive.

There being no further business, the meeting was adjourned at 11 P.M.

Respectfully submitted,

Maude Hanselman

Maude Hanselman, Secretary

Special meeting of the Daly City Library Commission was held on September 18, 1956 in order to discuss the library contract with the County. All members were present. Miss Ross, Mr. Blum and Mr. Stites were guests of the Commission.

After considerable discussion regarding the contract, Mr. Blum said he would talk to Mr. Parmelee in the District Attorney's office in reference to the Commission's suggestions.

The following items were considered:

- Page 3 - Section 5 b. Other supplies received from the County should be added to this paragraph.
- Page 3 - Section 5 c. Miss Ross explained that \$150.00 for periodicals is the average amount spent for a library of this size and the amount covers a calendar year. She also told about the McNaughton titles; we now have 151 volumes.
- Page 4 - Section 5 g. As the Westlake-Broadmoor Branch does not have the capacity for 6,000 books as the contract calls for, Miss Ross was asked if we would be charged for this number. She explained that we pay on a basis of books housed and delivered. The county tax rate is .083 cents - \$26,548.00 are the expected tax receipts, with \$28,000.00 to be expended for Daly City.

Mr. Blum suggested that we have a quarterly accounting. Miss Ross explained that the budget is worked out for the County as a whole. The County book budget is \$35,000.00. The annual County report will be received soon after October 1st.

The cost of reader services is the ratio of books shipped to a unit to the total number of books shipped during the year. The cost of technical services is based on the size of the book stock at any one unit in relation to the total stock of the County Library.

- Page 7 - Section 9. The word "annual" should be added to this paragraph, and the last three lines should be deleted.
- Page 3 - Section 5 a. The cost of cataloging last year by the County amounted to 94¢ per volume. This will be more in the future.
- Page 5 - Section 7. Regarding salaries, Daly City would prefer one lump sum in order to save much paper work. The amount of \$15,108.00 should be deposited with the City Treasurer of Daly City.
- Page 7 - Section 10. As the fringe benefits to employees are paid by Daly City, the Commission feels the fine money should stay in Daly City; and as the County and City fines are not the same, this would entail a great amount of work for everyone. The effort of collecting all fines is also taken care of by Daly City.

Page 7 - Section 8. Mending service should be added to this paragraph.

Page 2 - Section 3. The Daly City Librarian should have supervisory responsibility of the branch library.

The Commission concluded that as this is a joint undertaking, the name Daly City should be added to the contract wherever the branch is mentioned.

Miss Ross will send us an evaluation of the contract.

The Commission would like to have the contract ready by the next meeting, to be held on October 10th.

Miss Clark told of some chairs, tables and desks that were available at a very reasonable cost. The Commission asked her to check on this and if the furniture is in good shape, to purchase some for the Library.

The meeting was adjourned at 10:15 P.M.

Respectfully submitted,

Maude Hanselman

Maude Hanselman
Secretary Pro Tem

The regular meeting of the Library Commission was held on October 10, 1956 at the City Hall. All members were present. Miss Clark was a guest.

The minutes of September 12 were approved.

The Librarian's report was mailed to each member. As the Library is still without a page, it was moved by Mr. De Martini that a high school student be hired. Carried.

Miss Jackson has been appointed to the branch library. The Commission asked Miss Clark to invite her to our next meeting.

The financial report was checked. As of June 30, 1956, we have a cash balance of \$9,851.29.

An hourly report was received showing a need for more hours open at the branch. It was moved by Maude Hanselman, and passed, that the branch be kept open from 1 to 6 p.m. This is to take effect Monday, October 15.

The contract from the County still is not ready. Mr. Pacelli was appointed to go to Redwood City to expedite the return of the contract. The contract for the repair of the roof of main library has been awarded to American Roofing Co. The linoleum for Children's Room will be matched with adult room, and bids are now being made for the painting. Mr. De Martini moved that the library be closed during alterations. Passed. Mrs. Woods was asked to call Mr. Stites about the dry rot, tension and paint for library door.

Mr. De Martini moved that we postpone the election till next meeting. Passed unanimously.

The following letter was to be sent to Mr. Stites:

"It has come to our attention that you have limited the Library staff and the Commission to one "out of County" trip for this fiscal year. Please clarify this matter, as it is our understanding that budget items 160 and 510, totaling \$300.00 are to be used at the discretion of the Commission."

Miss Clark will write to Chicago University for information on a course of study for library commissioners.

at the Westlake Club House
Mr. Mardikian will speak/for the Friends of the Library October 24th at 8:15 p.m. This is to start the book drive. It was moved by Mr. Pacelli and passed that the Commission approve the plans concerning the book drive by the Library Friends.

Mr. De Martini and Mrs. Woods were appointed on a committee to talk to Mr. Kendree about the contract for the site for the new library in Westlake.

Mrs. Woods moved, and it was passed, that the following letter be sent the Council and Mr. Stites:

"At the regular meeting of the Library Commission on October 10, a motion was made and passed that the Commission write the Council a letter urging them to include plans to obtain property for a library site, in any arrangements they may have for new annexations to Daly City."

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Maude Hanselman

Maude Hanselman, Secretary

TEAR PROOF NO. 804-13F 11-1-11

The regular meeting of the Daly City Library Commission was held on December 12, 1956 at 8 p.m. at the City Hall. Mr. Pacelli was absent. Miss Clark and Mr. Stites were guests.

The minutes of October 10th were approved as read. No meeting was held in November, as the Commission attended a meeting of Special Libraries Association at the World Trade Center.

The financial report was discussed.

After some explanation by Miss Clark, it was moved by Mrs. Woods, and carried, that each board member receive a membership in the American Library Association and the California Library Association. Miss Clark will order additional membership forms.

Miss Clark has had no report from the University of Chicago about the trustee training course.

Dr. Farber read the contract for the new library site in Westlake, and, after some explanation by Mr. Stites, Mrs. Woods moved and it was seconded that the Commission recommend the purchase of the site subject to appraisal. Passed. After some talk on libraries and architects, Miss Clark was asked to make out a list of libraries suitable for the Board to visit.

It was moved by Mrs. Hanselman and seconded that the County contract be accepted. Passed. Mrs. Woods moved that a letter be written the County asking that the 1957-1958 contract be mailed to us before our next meeting on January 9, 1957. Carried.

Mrs. Woods asked that Miss Clark give a report on the CLA convention at our next meeting.

Filing for the Children's Librarian position will be closed January 29, 1957 and the examination will be held February 11, 1957. Qualifications for the Children's Librarian position will be taken up at our next meeting.

A letter from Friends of the Library was read, saying they would have a board meeting on January 3, 1957 at 8 p.m. at Mrs. Mason Eastman's home.

A letter was read from the Jefferson Elementary School District, reporting on the joint meeting of the School Board and the City Council regarding cooperation between the two agencies. Library facilities were among the topics discussed.

A motion was made by Mr. De Martini that we close the Library at 1 p.m. on Christmas Eve and New Year's Eve. Passed.

A letter was read from Ruth Mathison, saying the County Library would collect no fines for the month of December. We will still collect for our overdue books.

Mrs. Woods reported 1,500 books were received during the book drive. The Friends of the Library may have another drive in May; also they are planning a story-telling class to be conducted by Mrs. Marion Garthwaite.

The meeting adjourned at 10:50 p.m.

Mauda Hanselman
Mauda Hanselman
Secretary pro tem

9-52

The regular meeting of the Daly City Library Commission was called to order at 8:07 P.M. on January 9, 1957 in the Conference Room of the City Hall. Mrs. Hanselman was absent. Miss Clark was present as a guest, and was asked to take the minutes in the absence of the Secretary.

The minutes of the previous meeting were accepted. The financial report, as of December 31, 1956, was distributed and discussed.

Miss Clark's report on the Workshop on the Mechanics of Public Library Cooperation, held in Sacramento in March 1956, had been distributed by mail. This was discussed and a brief report was made on the follow-up meeting of the Workshop group in San Diego at the C.L.A. Conference. Miss Clark stated that no progress had been made since the Workshop in regard to Daly City's participation in the cooperative acquisition, cataloging and processing of books; this is due to lack of personnel and facilities at the County Library headquarters. Possible steps to progress in this direction were discussed, and it was the view of the Commission that it would be desirable to have Daly City book orders shipped directly to County Library headquarters by the vendor, to expedite cataloging and processing and to save additional handling of the volumes and avoid loss of time in waiting for pick-ups and deliveries to and from the County Library.

Mrs. Woods moved, and it was passed, that the Commission enroll in the course, HOW TO BE A GOOD LIBRARY BOARD MEMBER, available by correspondence from the University of Chicago Home-Study Department. It was decided to enroll in Mrs. Woods' name. Miss Clark was instructed to handle the details of enrollment and ordering the necessary textbooks.

Election of permanent officers was held. Mrs. Woods nominated Dr. Farber for President; Mr. De Martini seconded the nomination. Mrs. Woods nominated Mrs. Hanselman for Secretary; Mr. De Martini seconded the nomination. Dr. Farber and Mrs. Hanselman were elected by acclamation.

Letters from Miss Bent and Miss Ross, regarding the agreement with the County for the fiscal year 1957/58, were read. There was discussion of Daly City's relationship with the County Library, and it was decided that investigation should be made as to the reasons behind withdrawal of other city libraries from the San Mateo County Library system. Mr. Pacelli volunteered to check on the situations in San Bruno and South San Francisco, the two libraries which have most recently withdrawn. It was decided to hold a special meeting on January 29, 1957 at 8 P.M. to discuss this entire matter. Mr. Pacelli requested Miss Clark to report on the cost of replacing County Library books in the two Daly City libraries.

Mr. De Martini moved that a letter of sympathy be written to Mrs. Hanselman on the recent death of her mother; the motion was passed unanimously. Miss Clark was instructed to write the letter.

The alternate site for the proposed Westlake-Broadmoor Branch Library was discussed. Mrs. Woods moved that a letter be sent to the City Council, expressing the Commission's view that the alternate site at the corner of Southgate Avenue and Windsor Drive is not suitable for library purposes because of 1) the unusable shape of the parcel of land 2) the cost of excavating same 3) the lack of off-street parking. The motion also included the statement that "in general, the alternate site presents too many problems and extra expenditures not existing in the original site offered to offset the difference in purchase price". The motion was seconded by Mr. De Martini and passed. Miss Clark was instructed to write the letter.

Miss Clark was asked to look up methods of financing library buildings and to report on various means of so doing.

Miss Clark presented a list of recent library buildings suitable for the Commission to visit. She was asked to make arrangements for the Commission to visit those libraries on the Peninsula on Tuesday, February 5th.

There was considerable discussion of the qualifications for the position of Children's Librarian and of the candidates who have filed to take the announced civil service examination. It was decided not to take any action at present regarding this matter.

A letter was read from the Mayor of South San Francisco regarding a publication on the history of the Druid Order, which he enclosed. He asked that the publication be placed in the Library, and Miss Clark was instructed to do so.

Miss Clark reported that the Mission Street Library is again without a page. It became necessary to terminate Leo Leriche because of unauthorized absence for more than three days. The Commission again expressed its preference for a high school student to fill this position.

The meeting was adjourned at 11:40 P.M.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark

Librarian and Secretary pro tem

1957

A special meeting of the Daly City Library Commission was held on January 29, 1957 at the City Hall. Miss Clark and Mr. Stites were present as guests.

Miss Clark reported that she had made appointments for the Commissioners to tour several libraries on the Peninsula, beginning with San Bruno at 9 A.M. on February 5th.

There was a general discussion on the furnace problem in the Children's Room. The heat is blistering the ceiling paint and this presents a fire hazard. Mr. Stites will check on this.

Mr. Pacelli thought at least two people should investigate on the withdrawal from the County situation in South San Francisco and San Bruno. Therefore, he made an appointment to see the City Clerk and Mayor of San Bruno on February 6th in the morning.

Mr. Stites will provide Miss Clark with the figure of the Library's unappropriated reserve fund. Miss Clark will mail each Commissioner a report on this figure.

There was a general discussion on County and State service, library tax rate, ways and means of financing a building. Methods of financing:

1. Bond redemption: $2\frac{1}{2}$ to 3%
2. Borrow against a cash reserve: $3\frac{1}{2}$ to 4%
3. Lease-purchase: $5\frac{1}{2}$ %

The Council will decide the best way to finance the new building.

It was decided that after visiting the libraries and other city officials or Library Commissioners on February 5th and 6th, a clearer picture will be seen on the County-City set-up, and it was agreed that something should be done about central processing and cataloging, etc. Those who showed an interest in the Sacramento Workshop could be contacted and a get-together should be arranged.

Subscriptions for A.L.A. and C.L.A. memberships have been sent in to the Purchasing Department, and the January issues of the magazines should be received soon.

The meeting adjourned at 10:20 P.M.

Respectfully submitted,

Maude Hanselman
Maude Hanselman
Secretary

The regular meeting scheduled for February 13, 1957 was not held, as a quorum would not be present.

The visits to the several libraries on February 5th also were not taken, as a quorum was not able to go.

The meeting to be held on February 20, 1957, in place of the regular meeting, was turned into a study session, as a quorum was not present. Dr. Farber, Mrs. Hanselman and Miss Clark discussed the Children's Librarian situation. As only two candidates for this position were on hand to take the examination on February 11, 1957 at 9 A.M., the test could not be given. In order to facilitate matters, it was decided to write to the Personnel Board asking that the job description for the Children's Librarian be changed as follows:

- a) Education: Graduation from an accredited college or university, with a library certificate or degree
- b) Experience: eliminate this requirement.

Maudie Hanselman

The regular meeting of the Daly City Library Commission was called to order by Chairman Lionel Farber at 8:12 p.m. on March 13, 1957 at the City Hall. Mr. Pacelli was absent, and Miss Clark was present as a guest.

The minutes of January 9 and special meeting of Jan. 29 were approved. The notes on the study session of February 13 were passed to each one present.

The librarian's report showed the total book stock to be 14,172 Daly City books. There are over 800 non-resident borrowers and about 9,000 total registered borrowers, which would be about 30% of the population. There was some discussion about a non-resident fee.

The financial report was studied, and the unappropriated reserve in the Library Fund as of July 1, 1956 was noted to be \$6,721.78.

The Commission's letter of February 21, 1957 to the Personnel Board was read and the Personnel Board's reply was read and discussed. Mr. De Martini moved, seconded by Mrs. Hanselman, that Miss Clark write the Personnel Board that the Commission recommends that the following be the requirements for the three professional positions in the library:

- no experience for Children's Librarian
- two years experience for Senior Librarian
- four years experience for Head Librarian
- plus four years of university or accredited college
- and one year of library school (for each of the three positions).

The motion was passed two to one. Mrs. Woods wishes to go on record as suggesting that some experience be substituted for some formal training.

As Dr. Farber will be out of town on our next regular meeting date, it was decided to have the next meeting on April 3rd.

The lot for the new library in Westlake that the City is in the process of purchasing has been held up due to some legal technicalities.

Miss Clark will attend the Institute-Workshop on Planning Library Buildings at Sacramento March 18-21. The Commission asked Miss Clark to get any information available on procedure on building the Westlake library.

The Commission probably will not be able to visit other libraries until May.

It was moved by common consent that letters of appreciation for fine work accomplished be sent to our former Commission members, Mr. Carr, Mrs. Westgaard and Mrs. Keith.

Mrs. Woods is retiring as President of the Friends of the Library in May and has been asked to be Parliamentarian. She wondered if this would in any way interfere with her Commission work. She feels that the two groups should work closely together. It was the consensus of opinion that this would work out all right.

Dr. Farber suggested that Miss Clark make up an agenda for each meeting and that it be mailed to every member. This will also constitute a notice of the meeting. Anyone having anything to bring up at the meeting should notify the Chairman or librarian.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Maude Hanselman

Maude Hanselman
Secretary

The regular meeting of the Daly City Library Commission was called to order by President Lionel Farber at 8:15 p.m. on April 3, 1957 at the Daly City City Hall. Mr. Pacelli and Mr. De Martini were absent. Miss Clark was present as a guest.

The minutes of March 13th were approved.

Miss Clark added to her written report on the Institute-Workshop on Planning Library Buildings that she attended March 18-21. She felt a great deal had been gained in general knowledge and that it had been most worthwhile in helping us with the building of the Westlake Branch. Most of the reports will be printed later and Miss Clark offered to ask Mrs. Zimmerman for some extra copies of "Guideposts in Planning Public Library Buildings", prepared by Margaret Klausner and James E. Bryan.

Dr. Farber and Miss Clark attended the Personnel Board meeting on Tuesday, April 2nd, regarding the letter of March 14th on duty statements. No action was taken and it was held over until May 7.

A tax question is holding up the purchase of the Westlake Library site.

The fine money from both libraries has been totaled at \$568.58 for the past three months. $36\frac{1}{2}\%$ of this will go to the County.

Miss Clark has been asked to submit a five-year plan for the Library along with a tentative city budget. A lengthy discussion followed on all phases of the budget, and it was decided to have a special meeting on April 24th in order to finish this important item on the agenda.

The Commission suggested that Miss Clark contact Mr. Stites regarding the lighting in the Library to find out if it is adequate.

The Golden Gate District meeting of C.L.A. will be held on May 25th in Monterey. It was suggested that those who attend should also visit the Monterey Library.

Dr. Farber asked Miss Clark to draw up a tentative plan for the new building in Westlake, with a thought for the future growth of the area.

The meeting adjourned at 11:55 p.m.

Respectfully submitted,

Maude Hanselman
Maude Hanselman
Secretary

A special meeting of the Daly City Library Commission was called to order at 8:25 P.M. on April 24, 1957 at the City Hall. Mr. Pacelli and Mr. De Martini were absent. Miss Clark was present as a guest. The meeting was called to compose the 1957-1958 budget and to suggest a plan for a five-year capital improvement program for the Library.

Each item on the budget was studied and discussed and the proposed budget and five-year plan to be submitted to the Council is attached.

A lease for the Westlake-Broadmoor Branch Library for one year for \$125.00 per month has been drawn up by the City Attorney.

The County budget will not be determined until June 30th.

The books stored at First Western Bank are being moved and cataloged as fast as possible.

The Commission asked for volunteers from the Friends of the Library group for a tentative summer reading program.

The meeting adjourned at 11 P.M.

Respectfully submitted,

Maude Hanselman
Maude Hanselman
Secretary

attachments

Daly City Public Library

Budget Request for 1957/58

<u>Code</u>	<u>Personal Services</u>
1916.5	Librarian
1913.5	Senior Librarian
1912.3	Children's Librarian
1110.5	Custodian ($\frac{1}{2}$ time)
1908.5	Senior Library Assistant (2 positions)
1906.4	Library Aid II
	Library Page (2 part-time positions)
1906.3	Library Aid II (added position for Westlake-Broadmoor Branch)

	<u>Current Expenses</u>	<u>Amount</u>
100	Utilities	\$1,000
140	Publishing and Binding	200
150	Telephone and Telegraph	500
160	Travel	200
200	Care of Buildings*	3,220
210	Equipment, Care of	300
220	Rent of Buildings	1,500
240	Miscellaneous Services - County	7,353
310	Books	10,000
315	Periodicals	500
370	Office supplies and printing	700
400	Miscellaneous Commodities**	600
500	Insurance and official bonds	500
510	Subscriptions, dues and meetings	300
	Total current expenses	\$26,873

* Breakdown on Care of buildings:

Remodelling of Mission St. building to construct a small office and a small workroom	\$450
Cupboard doors for shelves in Children's Room, to provide both storage space and display area	300
Replating of metal on front doors	70
Lighting system for Mission St. building	2,400

** Breakdown on Miscellaneous commodities:

Phonograph records	500
Other miscellaneous	100

Capital Outlays

600	Land	\$10,000
700	Buildings	5,000
900	Machinery and equipment	1,000
	Total capital outlays	\$16,000

DALY CITY PUBLIC LIBRARY

MAINTENANCE

Probable Cost (exclusive of salaries)

A. Westlake-Broadmoor Branch Library

1 librarian
3 clerks
1 full-time page
 $\frac{1}{2}$ custodian

\$300,000.00

- 1) new location and new building , and
- 2) use of present building as a branch in the event of a new location for main library or

see 4 below
1 librarian
3 clerks
 $\frac{1}{2}$ -time page, $\frac{1}{2}$ custodian

\$500,000.00

revenue from sale?

3 librarians
5 clerks
1 full-time page
 $\frac{1}{2}$ custodian

\$50,000.00 - \$100,000.00

A. To begin to meet American Library Association standards, must add minimum of 20,000 new titles plus 5,000 duplicates and replacements at present cost of \$2.50 per volume

\$62,500.00 in five years
(\$12,500.00 per year)

A. Records - goal of 1,500 longplaying discs (American Library Association standard) @ \$3.75 each

\$5,625.00 in five years
(\$1,125.00 per year)

B. Films - membership in California Library Association Film Circuit, @ \$500.00 per year

\$2,500.00 in five years

Capital outlays - Ten-year projectionMaintenanceProbable Cost (exclusive of salaries)

I. Buildings

A. Southern branch to be built on a third library site, yet to be acquired - comparable to Westlake-Broadmoor Branch - unless a new main library building is constructed considerably south of the present location - to serve new area which will be developed by that time - site should be selected as early as possible, to insure a good location - plus equipment and architectural fees for building

1 librarian
3 clerks
1 full-time page
 $\frac{1}{2}$ custodian

\$200,000.00 minimum

II. Book Stock

A. To meet American Library Association standards, must add 25,000 new titles plus 10,000 duplicates and replacements, in addition to what would be added in first five years - 35,000 volumes at present cost of \$2.50 per volume

\$87,500.00 in five years
(\$17,500.00 per year)

III. Audio-visual Service

A. Records - maintain 1,500 disc collection and add 300 discs annually, @ \$3.75 each
B. Films - membership in California Library Association Film Circuit, @ \$500.00 per year

\$5,625.00 for additional discs, plus cost of replacements
\$2,500.00 additional for second five years

May 3, 1957

c: Library Commissioners

Patricia J. Clark
Patricia J. Clark
Librarian

The regular meeting of the Daly City Library Commission was called to order at 8:30 P.M. May 8, 1957 by President Lionel Farber at the City Hall. Mrs. Woods and Mr. De Martini were absent. Miss Clark was present as a guest.

The minutes of the regular meeting of April 3 and the special meeting of April 24, 1957 were approved.

The librarian's report was distributed to each member who was present.

Mr. Pacelli will contact the South San Francisco City Manager regarding that library's relationship with the County Library.

Information regarding the heating and lighting of the Mission Street Library was received from the City Manager's office. It was moved by Mr. Pacelli and seconded by Mrs. Hanselman that we accept the estimate of \$2,194.15 as recommended by Mr. Calhoun for the lighting of the Mission Street Library. This amount, with some extra for contingencies, will be asked for in the 1957-1958 budget request. Passed unanimously.

Regarding the heating problem in the Children's Room, Mr. Calhoun suggested that a forced air furnace be installed back of the rear book shelves at a cost of approximately \$295.00, installed price. It was moved by Mrs. Hanselman, seconded by Mr. Pacelli, that this estimate as recommended by Mr. Stites be accepted. Unanimously passed.

Dr. Farber and Miss Clark attended the meeting of the Personnel Board on May 7th and reported that the duty statements of the three professional librarian positions had been accepted, with the changes in requirements as requested by the Library Commission. The Personnel Board will immediately advertize for ninety days for a Children's Librarian. The examination will probably be given in August.

The Personnel Board requested a letter from the Commission stating its preference in the classification of the Library staff. After some discussion and study it was decided that the following was the most descriptive:

Professional staff - City Librarian
Senior Librarian
Children's Librarian

Non-professional staff - Senior Library Assistant
Junior Library Assistant
Page

The Commission instructed Miss Clark to write to the Personnel Board letting them know of our preference in this matter.

There is nothing new regarding the Westlake-Broadmoor Library lot.

Dr. Farber suggested that a Saturday in June be set aside for visiting other libraries. Plans are being made to visit the Monterey Library by those who will attend the Golden Gate District meeting of C.L.A. in Monterey on May 25th.

The budget was studied and discussed; it has been presented to the City Manager for Council approval.

It was suggested that perhaps it would be a good idea to have a library architect, possibly Mr. Francis Joseph McCarthy, meet with the Commission and the Council some time in the near future, to discuss our building program.

The meeting adjourned at 11:05 P.M.

Respectfully submitted,

Maude Hanselman

Maude Hanselman
Secretary

STA

The regular meeting of the Daly City Library Commission was called to order by President Lionel Farber at 8:15 p.m. June 12, 1957 at City Hall. Mr. Pacelli was absent and Miss Clark was present as a guest.

The minutes of the regular meeting of May 8 were approved.

The librarian's report was discussed and it was the hope of all present that it would soon be feasible to have the Westlake-Broadmoor Library open for a longer period of time. The present outlook is that the total book circulation for this year will be nearly double that of last year.

The financial report was circulated and discussed. Miss Clark reported about venetian blinds for the library windows. A frosted spray will be tried on a sample window and if satisfactory blinds may not be needed.

STANDARD B & P "NOTEAR" ®

The Library Commission will receive a letter from the Personnel Board in answer to ours of May 10th, stating that they would prefer our non-professional staff titles be put on a numerical basis in order to correspond with other City titles. The Commission approved of this by common consent.

We have received no new information on the Westlake library lot. Miss Clark distributed a carefully thought-out plan for a building program. This is a beginning framework that we can all study and add any ideas and thoughts that we may have. Some time was spent in general talk and discussion about the proposed Westlake-Broadmoor Library. Mrs. Woods asked all members of the Commission to think about what purpose the Friends of the Library can serve to further the library building program.

The lease for the Westlake branch building was received from Henry Doelger, Builder, Inc.

The Friends of the Library at their meeting of June 6th voted to buy two sets of language records. Some publicity will be given to the papers and what languages to buy will be determined by the public demand.

The new library at Menlo Park will open on July 13th; also an invitation to visit the new Redwood City branch was received. It was decided to visit both libraries on the same day.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Maude Hanselman
Maude Hanselman
Secretary

OTEAR" ®

The regular meeting of the Daly City Library Commission was held on August 14, 1957 at the City Hall. Mr. De Martini was absent. Miss Jackson and Miss Ross were present as guests.

Dr. Farber read a letter of resignation from Miss Clark expressing best wishes to all the Commission members. It was noted that all loose ends were taken care of before her departure. Mr. Pacelli moved that a letter of appreciation be written Miss Clark wishing her success in her new venture and best wishes from the Commission.

The librarian's report was accepted. The Westlake-Broadmoor branch with half the hours open has as many borrowers as the Main Library.

The budget report was studied and discussed.

Dr. Farber was unanimously elected president with Mrs. Woods nominating him and Mrs. Hanselman seconding the nomination. Mr. Pacelli nominated Mrs. Hanselman as secretary with Mrs. Woods seconding. Unanimous.

There was a general discussion with Miss Ross about County salaries and services. Miss Ross will give us definite prices on what certain contracts from the County would be. The County catalogued 2,601 books for us in 1957 at \$1.30 per book, with cards, jackets, etc. amounting to \$.24 more. However, \$ 1.41 would be cataloguing price if not affiliated with County. Miss Ross's salary is paid out of County general fund. Redwood City County library will be charged to cities affiliated with County. \$3,300.00 has been budgeted by County for extra salary, but Council did not create new position. Fringe benefits of City employees consist of health service, workmen's compensation and retirement. Miss Ross ~~will~~ will send us a run-down on all costs and services so we will have figures ~~for~~ for being on our own. This should be available before our next meeting.

Mrs. Woods asked to have copies made of the annual reports and budgets since 1952. Miss Jackson will look them up.

Each paragraph of the 1957-58 County contract was checked with Miss Ross. This will be presented to the District Attorney and then will be returned to the Commission. Mr. Pacelli suggested that the revised contract be accepted when received by Dr. Farber.

Mrs. Woods told Miss Ross that Mrs. Garthwaite's course in story telling was most helpful and very much enjoyed by all who attended.

Mrs. Woods suggested that all important material on Commission procedure be passed on to new Commissioners.

A report was made on the new \$700,00.00 library bond issue at Palo Alto by Mrs. Woods. A copy of several pamphlets will be made and sent to all members.

A letter of July 29 from Mr. Blum was read stating that the deed to the Westlake library lot has not yet been signed. It was moved that Dr. Farber send a letter to the City Council urging immediate action on signing of the deed to the library lot. Passed unanimously.

Meeting adjourned 11:50 P. M.

Maud Hanselman

Maud Hanselman
Secretary.

The regular meeting of the Daly City Library Commission was held on September 11, 1957 at the City Hall. Mrs. Woods and Mr. Pacelli were absent. Miss Jackson was present as a guest.

The minutes of August 14, 1957 were approved.

Copies of the approved budget were received and distributed. The monthly library report and the duty statements of all positions were also received and passed around.

October 11, 1957 is the date set for the City Librarian examination and on October 22, 1957 the examination will be held for Librarian I (Children's).

A letter with his qualifications attached was received and read from Mr. McCarthy, architect, regarding the building of a new library. Miss Jackson was instructed to send him an answer saying that we would contact him at a later date.

A letter from Mr. Stites regarding the Westlake Library was read. The Doelger Corporation has approved the sale of the library site to the City.

A letter from Miss Ross to Mr. Stites stated that the County would pay the salary of a Junior Librarian from July 1, 1957 to October 31, 1957. Mrs. Rollandi will stay on as a substitute until October 14, 1957.

Miss Jackson explained that she had contacted Mrs. Larsen who will be able to work on a temporary basis for 10 hours a week on the Librarian II salary. A motion was made by Mr. De Martini and seconded by Mrs. Hanselman that Miss Jackson explain this to Mr. Stites for his approval. Carried.

Four contracts were received from the County and Dr. Farber was advised to sign the original for the County.

It was moved by Mr. De Martini and seconded by Mrs. Hanselman that the City have a sign made and placed on the library lot: the sign to read--"Site of the Future Westlake Branch of the Daly City Public Library." Dr. Farber was instructed to write a letter to Mr. Stites, also one to the Friends of the Library informing them of this action.

Some building plans were discussed and it was decided that when the City owns the lot we will call on an architect to meet with the Commission and the City Council.

It was moved by Mr. De Martini and seconded by Mrs. Hanselman that Miss Jackson attend the Library Conference at Fresno on October 16 to 19, 1957. Dr. Farber and any members of the Commission who can will also attend.

The books that have been stored at the First Western Bank have been moved to the Firehouse on Santa Barbara Ave. It is to be hoped that someone, perhaps Mrs. Larsen, can finish putting these books in order so that the County can catalogue them.

There being no further business the meeting was adjourned at 9:30 P. M.

Maud Hanselman
Secretary.

Maud Hanselman

November 21, 1957.

The regular meeting of the Daly City Library Commission was held on Thursday, November 21, 1957 at the City Hall at 8 P. M. Mr. De Martini was absent. Miss Jackson was present as a guest.

Due to the absence of the Secretary at the October 9, 1957 meeting, no regular minutes were taken. Miss Ross and Miss Jackson were present as guests. The County contract was discussed and also the Library lot in Westlake that is still not ours. A joint meeting with the Council was planned. No special action was taken. As a quorum would not be present on the night of the regular meeting of November 13, 1957, it was postponed to November 21, 1957.

Miss Jackson distributed the monthly Library report. The new booklist was checked and filed. There was no financial statement. Miss Jackson said the page, Tom Tringali, has been a great help during this period of staff shortage and also that the new boy from City College is working out well. Miss Jackson was asked to determine if the Library should fill out the Daly City Hall Building Survey. The City also asked for an inventory of books and all property for insurance purposes. The County property is insured by the County.

The Commission met with the City Council on November 6, 1957 for the purpose of discussing matters pertaining to the Library operation. The acquisition of the Library site has been held up once again. The Planning Commission are checking on the adjoining property on a zoning change. The money is ready to be paid when a deed is secured. The City Council directed Mr. Stites and Mr. Huff to check on this with the Doelger Corporation. Four means were suggested to finance the library-lease purchase, bond issue, sales tax and County loan. Mr. Stites was asked to get all data on the Stanford loan method. The number of square feet and general facilities of the new Library should be submitted to the Council. There was some discussion on the Contract between the County and the City.

Mr. Chandler, who passed highest in the library examination, was interviewed Sunday by Dr. Farber, Mrs. Woods and Mrs. Hanselman. Miss Poole will meet with Mr. Stites and the Commission on Friday, November 22, 1957 at 2 P. M. at the City Hall. The results of the Children's Librarian Examination have not yet been determined.

The Planning Commission denied the request for rezoning of property adjacent to the Library site.

A letter was received and read from Dora Graham who wanted to borrow books from the Daly City Library, although she is a resident of San Bruno. Our book selection and librarians were highly complimented by her and she stated that she would willingly pay for this service. The Secretary was instructed to write her a letter of thanks and advise her that at the present time we have no no-resident fee.

A letter of resignation was read from Mr. Pacelli and a reply to him was also read.

Miss Jackson read a letter from the Friends of the Library wondering why the money they had contributed towards language records had not been spent for that purpose. The P. T. A. has also given money to be used for further records. Miss Jackson said that she had answered the letter saying that due to the staff shortage the records were not yet purchased. However, the new Librarian will be advised of this immediately. There are also some music records at the Daly City Library, but there has not been time to catalogue them.

The Commission suggested that volunteers be secured to help check the book drive books now being housed in the Firehouse. Mrs. Woods stated that she would gladly pick up any books that are to be gifts to the Library.

Dr. Farber and Mrs. Hanselman received letters from Mrs. Bessie Moore, President of the American Library Association Section of Library Trustees, appointing them to serve on the Committee for the American Library Association to be held in San Francisco next June. Dr. Farber will answer her letter.

Dr. Farber told of pictures being loaned by the New Orleans Library. It is to be hoped that in the future, Daly City can also give this service.

Meeting adjourned at 9:50 P. M.

Maude Hanselman
Maude Hanselman, Secretary.

1958

January 8, 1958

The regular meeting of the Daly City Library Commission was held on January 8, 1958 at the City Hall. Mr. De Martini was absent and Miss Jackson was present as a guest. Mr. Dan Casentini, our new Commissioner was present for the first time. No meeting was held in December as a quorum could not be present.

The minutes of November 21 were read.

Mrs. Woods stated that an executive board meeting of the Friends of the Library would be held on Thursday, January 16th at the home of Mrs. Kendree. All were cordially invited to attend.

The library report was distributed and studied.

Dr. Farber reported that the Westlake library lot has not yet been purchased. A letter, quoting the price of the lot, from the Doelger Corporation seems to have been misplaced. Dr. Farber was directed to write to the Council asking the cause of the delay in the purchase of the lot.

Dr. Farber read a letter from Mrs. Mohr of San Francisco asking for volunteers for the A.L.A. Conference to be held in San Francisco next July 13 - 19. Trustees meetings will be held on July 11 - 12. Dr. Farber will notify Mrs. Mohr that we will help her where ever we are needed.

Miss Jackson presented a copy of the County contract for our files.

The Commission will meet with the Council and County Manager on January 22.

The new librarian, Mr. Chandler, is due here on January 10.

There being no further business, the meeting was adjourned at 9:30 P.M.

Maude Hanselman

Maude Hanselman
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
February 12, 1958

The regular meeting of the Daly City Library Commission was held on February 12, 1958 at the City Hall. Mr. DeMartini and Mr. Casentini were absent. Mr. Chandler was present as a guest.

The monthly library report was received.

No particular action was taken, but many things were discussed.

Mr. Franco and Mr. Milani have been appointed to the Citizens' Fact Finding Committee in regard to the library lot in Westlake.

Mr. Chandler suggested that we study a plan for a non-resident fee.

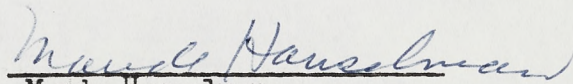
1. Non-resident fee of \$3 for three years.
2. Blanket \$3 fee for no permanent residence in San Mateo County.

Dr. Farber instructed Mr. Chandler to renew the C.L.A and A.L.A. subscriptions for the library commissioners.

The County has approved a book deposit for the Westlake Library, however, it must await approval by the Doelger Corporation before being installed.

The county will not be able to begin cataloging the books stored in the fire house for another month due to present lack of help and rush of extra work.

The meeting was adjourned at 10:30 P.M.


Maude Hanselman
Secretary

MINUTES OF THE LIBRARY COMMISSION MEETING
March 12, 1958

The regular meeting of the Daly City Library Commission was held at the City Hall on March 12, 1958 at 8:10 P.M. Mr. Chandler was present as a guest.

After some discussion with Mr. Chandler, it was decided that a more equitable non-resident fee, on a per capita basis, would be \$3.00 per year. This was recommended by Mr. Casentini and seconded by Mrs. Hanselman.

Mr. Chandler was directed to plan and write some tentative specifications for a new library in Westlake. This can be presented to the Steering Commission when the Library Committee of this group meet with him. Rev. Milam, Mr. Franco and Mrs. Berg will study the library problems. It has been suggested that a cooperative recreation center and library be set up between the City and schools with a total population of 80,000 in mind. This can be worked out monetarily and in all other ways. However, this must not become mainly a school library. More exploration on this subject is necessary. Mr. Chandler is in favor of full cooperation with the schools, keeping in mind that the City should be independent.

In answer to the Steering Committee's question: - Will the Commission accept another site? - the answer is yes if an alternate site is thought, by the Commission, to be equal or better.

The Commission went on record that the Daly City Public Library should withdraw from the County Library system on June 30, 1959 and contract with the County for any necessary services. This is mainly a change in administration with Daly City contracting and paying for each service needed.

Mrs. Mohr, Chairman of the San Francisco Library Commission, called Mrs. Hanselman asking her to give the following notes on the A.L.A. Conference:

1. All meetings will be held in the San Francisco Civic Auditorium and the new exhibit hall on July 13-19.
 2. The Trustee headquarters will be at the Bellevue Hotel. Sunday, July 13, will be the trustee workshop for the whole day with lunch and a Trustee banquet in the evening.
 3. A tea or cocktail party is in the planning stage if all Bay Area Commissioners wish to contribute.
 4. There will be a registration fee of \$5.00.
- Mrs. Mohr attended the Chicago Midwinter meeting and reported that 38 states were represented with 130 Trustees present. There will be a meeting of Trustees again in May and Mrs. Mohr is hoping all Daly City Commissioners will be able to assist on the several committees. Mrs. Mohr will call Mrs. Kendree or Mrs. Stites in reference to the Friends banquet.

Dr. Farber asked if the Library Commission should go on record for acquiring a site for library in the McKeon Tract.

New hours at the Westlake-Broadmoor Branch were outlined as

follows: 10:00 to 6:00, 7:00 to 9:00 Monday through Friday.
9:00 to 5:00 on Saturday.

Dr. Farber read a letter from Mr. Stites, inviting him to attend a meeting of the Personnel Board when they study the Library salaries. Mr. Chandler was instructed to prepare a chart comparing Daly City Library salaries with those in other cities of comparable size.

Dr. Farber suggested that members of the Commission and the City Librarian meet with Mr. Doelger regarding the proposed library site.

Mrs. Woods suggested that the words equal and better in the 1st point above be defined

Meeting was adjourned at 10:30.

Respectfully submitted

Maude Hanselman

Maude Hanselman
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
April 16, 1958

MEMBERS PRESENT: Dr. Lionel Farber, Grace Woods, Maude Hanselman

MEMBERS ABSENT: Frank DeMartini, Dan Casentini

GUESTS: Samuel Chandler, Librarian

The regular meeting of the Daly City Library Commission was held at the City Hall on April 16, 1958 at 8:10 P. M.

The regular monthly library report and the book list were received from Mr. Chandler.

Mr. Chandler explained that in buying new books, he was purchasing books in the following manner:

1. one-third for children's books
2. one-third for adult books
3. this one third divided as follows:
 1. books for Westlake
 2. reference
 3. replacing young people's books

Books are ordered once a month and books needed in 1957 are being purchased. All best sellers, Compton's encyclopedia, and several hundred dollars' worth of needed science books have been added.

Mr. Chandler explained about the new site proposed by Doelger Corporation. After some discussion, it was decided to wait until Mr. Hupf has had a chance to investigate the situation with Mr. Doelger.

The examination given for Library Assistant I was taken by 40 applicants. The personal interview will be given by persons selected by the Personnel Board.

The proposed budget was studied item by item with Mr. Chandler. This must now be submitted to the City Manager and then to the City Council for approval.

Mr. Hupf will give us a legal decision on the possibility of purchasing the County books by public auction.

National Library Week proved satisfactory and Mr. Chandler was quite happy with the many displays in stores and libraries. Two columns appeared in the local paper.

The meeting adjourned at 10:45 P.M.

Respectfully submitted,

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
May 14, 1958

MEMBERS PRESENT: Dr. L. Farber, Grace Woods, Maude Hanselman

MEMBERS ABSENT: Frank de Martini, Dan Casentini

Guests: Samuel Chandler, Librarian

The regular meeting of the Daly City Library Commission was held at the City Hall on April 16, 1958 at 8:15 P. M.

The regular monthly librarian's report, the book list and the budget report were received from Mr. Chandler and all were studied and discussed.

Mr. Chandler gave the Commission members an overall picture and review of the library personnel and positions. Mr. Chandler was directed to use his own judgment in this matter.

The Librarian explained about new lights to be installed over the stacks, also new shelving and some remodeling of the desk were anticipated purchases.

The proposed budget has been reviewed and accepted by the City Manager and is ready for presentation to the Council.

Mr. Chandler has asked the Public Works Engineering Dept. to draft a building that would be suitable for the odd-shaped lot that the Doelger Corporation has offered to sell the City.

Dr. Farber, Grace Woods, and Maude Hanselman have all been asked to act as recorders for the ALA Conference in July in San Francisco and all would like to attend the work shop on Sunday.

The Commission has had no report from Mr. Hupf regarding an auction of the County books.

The Commission asked Mr. Chandler to list the Daly City Public Library with the A.L.A. Bulletin as having 100% membership of trustees in A.L.A. for 1958.

The librarian of the Palo Alto Library has extended an invitation to the Commission to visit the new library in that City. The members of the Commission hope to do so some Saturday in June.

There being no further business, the meeting was adjourned.

Respectfully submitted

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
June 11, 1958

MEMBERS PRESENT: Dr. L. Farber, Grace Woods, Maude Hanselman

MEMBERS ABSENT: Frank de Martini, Dan Casentini

GUESTS: Samuel Chandler, Librarian, Mrs. Calhoun, President,
Friends of the Library.

The regular meeting of the Daly City Library Commission was held at the City Hall on June 11, 1958 at 8:10 P. M.

Mr. Chandler presented the monthly librarian's report and the regular budget report was received.

The Librarian reported that the store adjoining the Westlake Library will be available for \$1,500 per year. With the county furnishing stacks and some furniture from the Mission Street Library to be transferred to the new room, no additional expense for equipment can be budgeted. The Commission directed Mr. Chandler to contact Mr. Stites about renting the building and to present this to the Council separately from the request for the new building as submitted in the budget.

The Commission members sincerely hope that new space for the Westlake Branch will not hold up proceedings for a new library building in Westlake.

Mr. Chandler has submitted a price of \$18 per square foot with a 7,500 square foot building at a total price of \$175,600 in the budget. It has been suggested that \$77,500 be apportioned for 1958-1959 and \$98,100 for 1959-1960 fiscal years. This would come from capital outlay fund and would include the building, fixtures, books and furniture. Mr. Chandler was directed in a motion made by Maude Hanselman and seconded by Mrs. Woods and passed to present this in a letter to the Council.

The Commission agreed that an architect who has built libraries would be their choice. Three names were suggested:

Appleton & Wolford
Joseph McCarthy
Gordon Phillips

Mr. Chandler will call each one, show them the lot and give an outline of the project; then perhaps the Commission can meet with them individually.

Mrs. Gates is the new staff member and all present personnel positions are working out satisfactorily.

There was some discussion regarding the A.L.A. Conference in San Francisco in July and it was found that the amount in the budget for meetings

MINUTES OF THE MEETING OF THE LIBRARY COMMISSION

June 11, 1958

page 2

was sufficient for all the Commission members to attend if they so desire.

The San Francisco Librarian, Mr. Clarke, has suggested that the Commission visit some new San Francisco Libraries. As guide, Mr. Clarke could point out defects as well as improvements in the new buildings.

Mrs. Calhoun said that she had enjoyed the meeting and would like to come again.

The meeting was adjourned at 9:45 P. M.

Respectfully submitted,

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
July 9, 1958

MEMBERS PRESENT: Dr. L. Farber and Maude Hanselman
MEMBERS ABSENT: Frank deMartini, Dan Casentini, Grace Woods
GUESTS: Samuel Chandler, Librarian and Mrs. Calhoun, President
Friends of the Library

A study session of the Daly City Library Commission was held on July 9, 1958 at 8:15 P. M.

Mr. Chandler presented the monthly reports and the agenda to those present.

The circulation shows a good healthy figure. Mr. Chandler would like to arrange the 125 magazine subscriptions so that the renewals would come due at the same time each year for 3 years. When ordering new books for the collection, the Standard Catalog, notable books, and 101 Best Books Homer to Hemingway, also classics in series will be balanced out and as many purchased as the budget allows.

McNaughton will sell their used books for 80% off. After July 1 when the library has withdrawn from the county, it may still be advisable to rent books from the County.

The children's reading program this summer with Smokey Bear as the theme, is progressing satisfactorily. The children are asked to read ten books and then report to Miss Kraus or Miss Jackson. A certificate is granted to each child when the program is completed.

The budget (with \$7,500 for books) has been approved. During the past year 1,526 books were purchased.

The new area at Westlake will be ready by July 15, 1958 and Mr. Chandler suggested that the Friends of the Library act as guides and present bookmarks to those who attend on official opening day, Friday, July 18 from 1:00 P. M. to 5:00 P. M. The county will supply new books for Westlake as soon as the shelves are installed. However, the Daly City staff must make the records and select the books.

Dr. Farber drafted a letter to the Council thanking them for the purchase of the Westlake Library site and urging them to start negotiations for a future library location in the McKeon Tract in southern Daly City.

There being no further discussion, the meeting adjourned at 9:40 P. M.

Respectfully submitted: Maude Hanselman
Maude Hanselman, Secty.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
August 6, 1958

MEMBERS PRESENT: Dr. L. Farber, Frank DeMartini, Desmond Epidendio, and Maude Hanselman

MEMBERS ABSENT: Dan Casentini

GUESTS: Sam Chandler, City Librarian, George Watts, Acting City Manager and Mr. and Mrs. Calhoun

The regular meeting of the Daly City Library Commission was held on Wednesday, August 6, 1958 at the City Hall at 8:10 P. M.

Mr. Chandler distributed the monthly librarian's report and the agenda.

The minutes of the meeting of July 9 were read and approved.

There was a general discussion of the hiring of an architect and some suggestions about the new building. Mr. Calhoun and Mr. Chandler will draw up some preliminary plans and will bring the rough sketches to the next commission meeting in September.

The Commission is in favor of the city's buying a site for a future library in the southern part of the city before it is completely built up with homes. The site should be large enough for a parking area. Mr. Watts will see that the Commission has a map of the new tracts. It was suggested that the next meeting be devoted to the selection of a southern site.

Mr. Chandler told the Commission that he thought the 2¢ fine for overdue books was too small and suggested it be raised to either 4¢ or 5¢ per day. Another plan of a 2¢ fine for 5 days and 5¢ fine per day thereafter was offered. The Commission will study the problem and come to a decision later.

The Commission recommended that the price of a lost book, plus fines, plus \$1 handling costs be the charge for lost books. A new book of equal value may be accepted plus \$1.

In March the Commission had recommended that a non-resident fee of \$3 on a per capita basis be charged for out of county residents and other towns not affiliated with the San Mateo County Library. The City Manager was to study this problem and as no further word was heard, the Commission again makes this same recommendation.

It was moved by Mr. DeMartini and seconded by Mr. Epidendio that those of the library staff who attended the A.L.A. Conference in San Francisco

Minutes of the Meeting of the Daly City Library Commission
August 6, 1958
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in July have their registration fee refunded. This was passed unanimously and also included Dr. Farber's registration fee of \$5.

A letter was read from Mr. Irick asking if the Sea Scouts of Daly City could rent the Westlake Library site for a Christmas tree lot. The Commission recommended that the city allow the use of the lot for this purpose. The City will notify the Scouts.

The meeting was adjourned at 10:00 P. M.

Respectfully submitted,

Maude Hanselman
Maude Hanselman
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
September 10, 1958

MEMBERS PRESENT: Dr. Farber, Frank DeMartini

MEMBERS ABSENT: Dan Casentini, Maude Hanselman, Desmond Epidendio

GUESTS: Sam Chandler, City Librarian, Mrs. Calhoun,
Miss Virginia Ross, County Librarian and Miss Boyd,
Library Consultant

Discussion was held about the county contract. Books can be rented from McNaughton Co. and later purchased if desired, very reasonable price for rentals.

The library processing costs were discussed and changes approved. It was reported that the County did not approve changing to the Bro Dart system of checking books. This system as a short cut method was discussed by Miss Ross and Miss Boyd. All other changes in the 1958-59 contract were approved.

The new library site was discussed. Mr. Chandler gave a program giving size specifications. The discussion of the report brought out that the Westlake Library will be the main library of Daly City and should be built with expansion in mind for future growth of the city. He stated that his report was composed from a survey of a Citizen's fact finding report. Miss Boyd requested a copy of the Citizen's Fact Finding Report. The new library is to have 7,500 square feet. Earphones were suggested for use of hearing records instead of building a Listening Room which would require supervision.

Miss Boyd stated that the meeting room and rest rooms should be able to be closed off from the rest of the library and that the rest rooms should be in full view of desk to avoid trouble. She also suggested that the meeting room should have space for a projector. Her other suggestions were that one entrance is much better than two, that no wall is necessary between storage and work room, that partitions should be stacks rather than walls, that librarian's office should have outside door, that large workroom is not necessary as books in future will probably be cataloged when purchased.

The architect should draw up the plans. The building should be started in July, 1959 and completed during the next fiscal year. The Librarian and city engineer should select three or four architects and the the Library Commission will interview and decide which one is best.

The Library Commission and planning Commission should get together and decide on future library sites. Bookmobiles will

Minutes of the meeting of the Daly City Library Commission
September 10, 1958
page 2

probably be sufficient but sites should be obtained now to be safe.
The land could always be sold later if not needed.

Respectfully submitted,

MRS. OTIS CALHOUN
Acting Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
October 8, 1958

MEMBERS PRESENT: Dr. Farber, Maude Hanselman
MEMBERS ABSENT: Dan Casentini, Frank De Martini, Desmond Epidendio
GUESTS: Sam Chandler, City Librarian

The county contract with the Daly City Library was read and approved, and the five copies were signed by Dr. Farber. Mr. Chandler will get the other official signatures required and return the contract to the county.

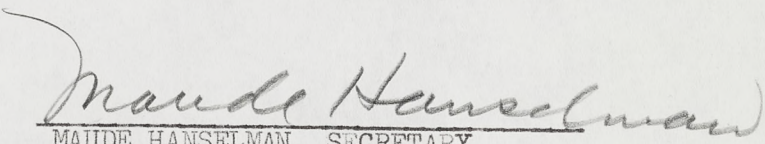
The monthly report was received.

From a list of eleven architects who have built libraries, Mr. Watts, Mr. Calhoun and Mr. Chandler will select three or four who will meet later with the Commission members. Mr. McCarthy will be one of those interviewed. The council has appropriated 40% of the capital needed to build the new library. This structure is to be 7,500 square feet and is being figured at \$18.00 per square foot.

Mr. Chandler showed several charts he had compiled for personnel planning which had been shown to the personnel board and also to the Council at their request.

Several plans of new libraries located in Long Beach, Coalinga and Mt. View were studied and discussed.

There being no further business, the meeting was adjourned at 10:40 P. M.


MAUDE HANSELMAN, SECRETARY

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
November 12, 1958

MEMBERS PRESENT: Dr. Farber, Frank DeMartini, Dan Casentini,
and Maude Hanselman

MEMBERS ABSENT: Desmond Epidendio

GUESTS: Samuel Chandler, Librarian

The monthly report was received from the Librarian.

Several architects who are interested in building the library in Westlake were interviewed, however, no decision was made.

Mr. Phillips from San Rafael, Mr. McCarthy of San Francisco and Mr. Baldini from South San Francisco each in turn talked to the Commission showing plans and pictures of their work. All were well qualified with fine background and experience.

After some general discussion on the subject the meeting was adjourned at 10:35 P. M.

Maude Hanselman

MAUDE HANSELMAN, SECRETARY

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
December 3, 1958

MEMBERS PRESENT: Dr. Farber, Frank DeMartini, Maude Hanselman
MEMBERS ABSENT: Dan Casentini, Desmond Epidendio
GUESTS: Sam Chandler, City Librarian, Otis Calhoun, and
George Watts, City Manager

The Commission members sincerely wish to thank the three guests of the evening for their help and assistance in selecting an architect for the new Westlake Library. Mr. Phillips and Mr. McCarthy were the two choices of all present.

After the guests had left the meeting, the Commission members unanimously voted for Mr. McCarthy as they felt he **showed the** most interest, experience and imagination. Mr. Casentini, who was absent, was contacted by phone and also gave his vote to Mr. McCarthy.

Dr. Farber was asked to write Mr. Watts of the decision of the Commission.

As all members were busy during the holiday season, it was decided not to meet again until the regular January meeting.

There being no further business, the meeting was adjourned at 9:45 P. M.

Maude Hanselman
MAUDE HANSELMAN, Secretary

1959

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
CITY HALL
January 14, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Maude Hanselman

MEMBERS ABSENT: Dan Casentini, Desmond Epidendio

GUESTS: Sam Chandler, Daly City Librarian, Francis Joseph McCarthy, Architect and Mrs. Calhoun, President, Friends of the Library.

The regular monthly library report was received from the librarian and was discussed and accepted.

As Mr. McCarthy had come to the meeting directly from the hospital with a broken arm and was anxious to get home, the board immediately discussed the plans for the proposed Westlake Library. Mr. McCarthy also told us of his work and plans for the San Anselmo and Watsonville libraries.

Mr. Chandler reported that after writing three letters to the Council stating that the Commission's choice for the Westlake library architect was Mr. McCarthy, the Council was willing to accept him. Mr. McCarthy will meet at a study session with the Council on Jan. 22 in order to receive a tentative contract. Mr. Chandler will give Mr. McCarthy a copy of the citizens Fact Finding Report before he begins working on the plans.

Mr. Hupf is in the process of drawing up the legal machinery for withdrawal from the County. There was some discussion regarding this matter also on the budget and future needs for the libraries.

Mr. Chandler explained about the McNaughton plan saying that all best sellers are bought by this Company.

A certain number can be contracted for a specified number of months and as new books are sent to the library, old ones are returned. Any of these books may then be bought for 25% of the price of the new book.

On the subject of gifts to the library, it was thought that book drives contributed mostly duplicates and it was doubtful if they were worth the effort. If groups or individuals were desirous of making gifts to the library, it was suggested that the books be investigated and then only received with the stipulation that the gifts be used as the librarian sees fit. As the library suggests dignity and culture, a better idea would be for a group to ask the librarian to purchase books on a certain subject and for a certain amount they would contribute. Name plates would be used on the books received in this manner.

A letter of commendation was received from Mrs. Moreno saying she appreciated the work of Miss Kraus in the children's department and also she

MINUTES OF THE MEETING OF THE DLAY CITY LIBRARY COMMISSION
City Hall
January 14, 1959
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thought the library would be improved if a water fountain or bottled water was added to the building. The secretary was directed to answer the letter.

Mr. Chandler made a report on personnel at this time.

As the subscriptions to the CLA magazines have expired, Mr. Chandler explained that the budget only called for renewals of subscriptions for the President and Secretary. The Commission feels that all board members should receive this quarterly and that the next budget should allow for this. The president's subscription will be renewed.

The meeting adjourned at 10:40 P. M.

Maude Hanselman

MAUDE HANSELMAN, SECRETARY

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
February 11, 1959

MEMBERS PRESENT: Dr. Farber and Maude Hanselman

MEMBERS ABSENT: Frank DeMartini, Desmond Epidendio, Dan Casentini

GUESTS: Sam Chandler, Librarian and Francis McCarthy, Architect

The proposed building program for the Westlake Library submitted by Mr. Chandler was discussed item by item with the architect. The contract with Mr. McCarthy has not yet been signed.

Mr. Chandler expressed the hope that the new library would open with approximately 13,000 books.

Miss Ross has made plans to meet with Mr. Watts and Mr. Chandler regarding the withdrawal from county in June.

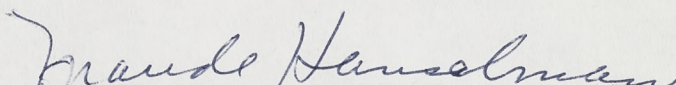
A letter was received and read by Mr. Chandler from David Sabsay of Santa Rosa describing their withdrawal from the county library. Mr. Chandler suggested that he show this letter to the Council when he meets with them and if acceptable to them that we follow this procedure.

A letter was received from Dan Casentini stating that due to family and business commitments he found it necessary to resign from the Library Commission.

The Commission members directed Mr. Chandler to have the city paint and repair the north wall of the library.

The budget report was received and discussed.

The members present spent some time talking of ways and means and problems pertaining to the library and future relations with the San Mateo County Library and the California State Library.


Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
March 11, 1959

MEMBERS PRESENT: Dr. Farber, Frank DeMartini, Maude Hanselman

MEMBERS ABSENT: Desmond Epidendio

GUESTS: Mrs. Calhoun, Sam Chandler, Librarian, Francis McCarthy,
Architect

The regular monthly reports were received and discussed.

Mr. McCarthy met with Mr. Watts and Mr. Hupf to iron out some necessary revisions in his contract. It has now been signed by Mr. McCarthy and returned to the city. Mr. Hupf expects the Council to sign it soon.

Mr. Chanler, Mr. McCarthy, and Maude Hanselman will visit the Menlo Park and Palo Alto libraries on Friday at 1 P. M.

The usual procedure for withdrawing from the County is going ahead on schedule. Several meetings have been held with Miss Ross, Mr. Chandler and city officials. A meeting in April is scheduled with Mr. Stallings, Mr. Chandler, Mr. Watts and Miss Ross.

The Commission members discussed ways and means of acquiring replacement of the county books.

When property for a new Civic Center is purchased, the Commission members wish to go on record as in favor of acquiring and setting aside sufficient land at the same time for a new library.

it
Mr. Chandler told the Commission that is increasingly hard for one person to handle either library alone at night, therefore, he is asking for \$5,000 more for salaries in the next budget. The board feels that the library personnel should all have salary increases. Mr. Chandler was asked to secure information regarding other city employee salaries to use as a guide to bring library rates in line with other city personnel.

No stand was taken by the Commission on the California Public Library Commission bill at the present time.

The Commission believes that the Friends of the Library can do much to help pass the Daly City Sales Tax which will come up for a vote in May. This particular tax money is needed in order to complete the allotted amount for the Westlake Library.

There being no further business the meeting was adjourned.

Maude Hanselman
MAUDE HANSELMAN
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
April 8, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Maude Hanselman
Members Absent: Desmond Epidendio
Guests: Sam Chandler, City Librarian

Mr. Chandler told us that he had received an invitation to be interviewed at Palo Alto for head librarian as Mr. Mullholland was retiring as City Librarian of that city.

The combined book exhibit displayed at the Nat'l. Catholic Library Association Conference at Chicago containing about 1200 books has been purchased for \$2,000. A buying book list of about 4,000 books has been compiled and sent out for bids. These two purchases will form a core for the Westlake Library. About 250 McNaughton books will be rented per year. With some duplicates taken from the Mission Street Library, Mr. Chandler hopes to have about 10,000 books to go into the new Westlake Library.

Mr. Stallings, Miss Ross and Mr. Chandler met at the County as planned. Daly City will service the county residents in this area for \$11,000. A letter will be sent to the County to this effect.

The plan for the new budget this year is in 3 parts:

1. Operating expenses
2. Capital outlay
3. Salaries

Each item was discussed and studied by the Commission and the Librarian. The Commission would like to see the regular 5% salary increase plus \$15.00 per month given to all the staff. The commission asked Mr. De Martini to talk to the City Manager about this matter. Perhaps a special meeting can be held to work this out. It was thought that some thing could also be worked out so that several of the staff could take an examination and advance into the next grade.

The Commission was sorry to learn that Mr. McCarthy and the City could not agree on terms to build the Westlake Library, therefore, the City Council will interview several architects on Thursday evening in order to make another choice.

Dr. Farber, Mr. Chandler, Maude Hanselman, Joy Belle Jackson and Rose Marie Kraus will attend the Golden State District CLA meeting at Palo Alto on Saturday April 11, 1959.

After a general discussion on many things pertaining to the library, the meeting was adjourned at 11:30 P.M.

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
June 11, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Maude Hanselman
MEMBERS ABSENT: Desmond Epidendio
GUESTS: Sam Chandler, Librarian

No meeting was held in the month of May for lack of a quorum.

At a meeting with Miss Ross and county officials, Mr. Chandler offered to serve the non-resident borrowers adjacent to the Daly City Library facilities for \$3.85 each per year in exchange for services to Daly City such as cataloging, and use of their books. This offer has been turned down by the County.

The Commission agreed that a letter be sent to the City Manager and Council recommending a fee of \$5.00 per year per card for non-residents of Daly City.

In order to notify the people of the county, it was suggested that the following statement be posted inside and outside of each library and published in the paper:

"NOTICE TO COUNTY RESIDENTS

Daly City has offered to exchange services with the San Mateo County Library system. The County officials have decided not to accept this, therefore, after July 1, 1959, a fee of \$5.00 will be charged for each card per year for non-residents of Daly City. If possible, the Commission would like to give each person who applies for a non-resident card, a mimeographed copy of this notice and the Friends of the Library should also receive one."

The Commission recommended that the fine rate be increased to 4¢ for juvenile and adult books and 10¢ for seven-day books and interlibrary loans. Mr. Chandler will send this recommendation to the City Manager and Council.

Mr. Chandler said that Mr. Gloe and his staff are working on the preliminary rough drafts for the library and will have some plans to show us in the near future.

There was some discussion on cataloging and the buying of books. Mr. Chandler told us about attending the Personnel Conference held in San Francisco on May 29 and 30 where several good speakers were ready to answer questions and give suggestions.

The library of today has four working units: Administrative, Technical, Reader's Service and Circulation.

There being no further business the meeting was adjourned at 10:30 P.M.

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
August 11, 1959

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Sarah Kelechava, and
Maude Hanselman

MEMBERS ABSENT: Clifford Dignam

GUESTS: Sam Chandler, Librarian

No meeting was held in July because of the lack of a quorum.

Under the first order of business, the new member, Mrs. Sarah Kelechava, was introduced and welcomed.

An election was held and by common consent, Dr. Farber and Maude Hanselman were reelected as president and secretary respectively.

Mr. Chandler gave the Commissioners a complete preview of the new proposed staff manual. This gives a full procedure picture of all staff work. Copies will be made for all trustees. Mr. Watts and the libraries will each have one. A new schedule of staff members was also reviewed.

Mr. Chandler explained that in the future only monthly and annual reports will be needed and the monthly report will be a form that can be filled in. The annual report was received and discussed.

The plans for the new building in Westlake containing 10,000 square feet with a basement and room for 24,000 to 30,000 books are proceeding on schedule.

There has been a great deal of interest shown in the summer reading program this year. The Magic Carpet theme has been popular with 102 registered children including 30 who have already finished.

There is a definite need for more attention for the Westlake children and in order to accomplish this, it was suggested that Mrs. Gates spend more time in the Westlake library in order to free Miss Jackson to work with the children.

Mr. Chandler in reporting on the County Library relations said that a copy of the contract is now in the hands of the city attorney. We will pay rent to the county for their books, stacks, and furniture. In return we will charge \$3.81 for each county-registered resident. The details will be worked out by the county and city officials.

The librarian would like to have about 2000 county residents register in order to offset the county charges. As the budget allows only \$5,000 for cataloging, Daly City must do some of it themselves. Mr. Chandler and the

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
August 11, 1959
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staff talked this over and it was decided that Mrs. Gates would take over Mrs. Yule's work allowing her to work with Mr. Chandler in cataloging books. As this was perfectly agreeable to the Board, it will begin on September 1, 1959.

Dr. Farber asked Mr. Chandler to start collecting material (books, pictures, pamphlets, newspapers, etc) about Daly City and the North County. Some publicity could be given to this project.

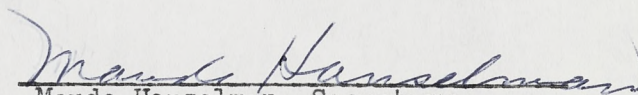
It was noted that the C.L.A. Conference will be in Sacramento on October 20 -- 23 with Friday, the 23d, trustees' day. L. Clark Powell, U.C.L.A. librarian will be the speaker.

Dr. Farber suggested that the dedication ceremony for the new building be planned ahead with a fine program in mind.

The 1959-1960 budget has not yet been approved.

The next meeting will be September 16, 1959.

As there was no further business the meeting was adjourned at 10:00 P. M.


Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
Daly City, California
September 16, 1959

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Clifford Dignam and
Maude Hanselman

MEMBERS ABSENT: Frank De Martini

GUESTS: Samuel Chanler, Librarian and John Gloe, Architect

Clifford Dignam, new member on the Commission, was introduced and welcomed.

Mr. Chandler reported that the Council had signed the County contract which must now be signed by Dr. Farber and then be returned to the county for signatures. The contract was reviewed by the Commission and it was noted that in order to receive the \$7,382.00 from the County for services to county residents; Daly City must register 1,938 non-residents. The library now has 500 out-of-town residents registered and with the help of Friends of the Library, it is to be hoped that the full number will be attained. The amount of \$3.81 will be paid to Daly City for each county resident who is registered.

Mr. Gloe brought the final plans for the Westlake library to the commission meeting. The state survey of 1958 was used as a basis for the building program. Mr. Chandler and Mr. Gloe explained the drawings in detail to the Commissioners. The total cost is to be \$173,600 with 10,500 square feet including a basement. The plans will be ready for a review by Mr. Calhoun in about three weeks after which they will be presented to the Council for final approval.

The budget was reviewed and discussed and has been partly approved by the council.

There being no further business the meeting was ajourned at 11:00 P.M.

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY PUBLIC LIBRARY COMMISSION
City Hall
Daly City, California
October 14, 1959

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Clifford Dignam,
Frank DeMartini and Maude Hanselman.

GUESTS: Sam Chandler, Librarian and Charles Singleton.

Mr. Charles Singleton, specialist in library seating for the American Seating Company attended the Commission meeting in order to propose possible seating layouts for the new library. Brochures were given to each member and Mr. Singleton presented a furniture arrangement worked out in detail for the Commission to study. It was suggested that the furniture bid be let the same time as the building in order to allow plenty of time for delivery.

It is hoped that the Dept. of Public Works will expedite their study of the new library specifications as soon as received from Mr. Gloe, after which the Council must approve the plans. The commission should see that this process is not held up unduly long.

The Commission suggested that Mr. Chandler have a copy of the partly approved budget made for each Commission member.

The San Mateo County report on the County contract was read and discussed. It was moved that the Commission send a letter to the Council asking for a special allotment of funds to buy more books for the new library. Motion made by Mr. Dignam and seconded by Frank De Martini, passed unanimously.

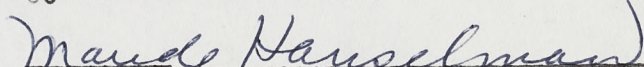
The monthly reports for August and September were distributed by Mr. Chandler and perused.

Mr. Chandler explained about the new schedule of library hours and personnel saying that as there is more work and no extra help, new arrangements have been made in order to allow each staff member to work at the desk.

The library now has 750 county residents registered. The schools and Friends of the Library are planning to help the library register about 1,000 more out-of-town residents. A handbill is also being distributed at the library.

Dr. Farber and Mrs. Hanselman are planning to attend the C.L.A. Conference in Sacramento on Friday, October 24. As last year's budget did not allow subscriptions to the library magazines for the Commissioners, the board is very much in favor of having this amount included in the next budget.

It was suggested that Mr. Chandler arrange a time to meet with the personnel board so that the Commission can take up the matter of library salaries with them. The Commission strongly feels that library salaries should be raised to compare favorably with other professional salaries. There being no further business, the meeting was adjourned at 11:00 P.M.


Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
November 11, 1959

Members present: Dr. Farber, Sarah Kelechava, Cliff Dignam, and Maude Hanselman.

Members absent: Frank De Martini.

Guests: Sam Chandler, Librarian, Mr. Gloe, Architect.

Mr. Gloe was present at the board meeting to report on the progress of the new building. The plans have been approved by the Council and Mr. Calhoun is making a few corrections. It was moved by Maude Hanselman and seconded by Sarah Kelechava that the kitchenette with a fan and a safe as drawn in plans be included. Passed unanimously. A colored picture of the new building was shown to the board and will be placed in the Westlake Library. The large glass front of the building will be plate and as the exposure is north, there will probably not be a glare problem. Bids will be received by the Council in study session on December 10 and the awards will be made on Dec. 14, 1959.

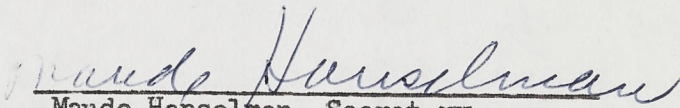
Mr. Chandler reported on the fate of the plans to purchase replacements for county books at Westlake. As there are not funds available, a letter has been sent to the Council advising them that if books cannot be purchased, they must be rented from the County. The Commission will meet with the Council on Thursday, Nov. 19, at 8 P.M. regarding the book problem. It is also hoped that the City and State library laws can be interpreted in order that the position of the Commission may be clarified.

A copy of the California code pertaining to municipal libraries was distributed and a short study made of "Article 2, Trustees."

A copy of the October library report was received and discussed. Daly City owns about 19,000 books. The Commission would like a report on the number of county books now at Westlake.

A Friends of the Library Committee is working on securing new non-resident members. The library contract was not accepted by the County Supervisors as certain clauses were not clear to them. It is now being rewritten for Council signatures.

The meeting was adjourned at 10:45 P. M.


Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
December 2, 1959

MEMBERS PRESENT: Dr. Farber, Clifford Dignam, Maude Hanselman.

MEMBERS ABSENT: Sarah Kelachava, Frank De Martini

GUESTS: Sam Chandler, Librarian

The final plans of the Westlake Library were studied in detail by the Commission and Mr. Chandler. The Council will award the bids on December 14, 1959 with 180 days thereafter to complete the building.

The librarian explained the complete process of cataloging now being done by the Daly City Library staff.

The President of the California Library Association has appointed Dr. Farber to serve on the Civil Liberties Committee.

The revised county contract has been signed by Dr. Farber for the Commission and it will be returned to the County.

The Commission met with the Council on November 19 in study session and after appraising them of the great need for new books for the Westlake Library, the commissioners were told that this matter would be given serious consideration after a final check on the city finances. The Commission was asked to present another letter regarding this matter to the council. The letter, with copies for each member, will be ready for the next meeting on January 13, 1960.

The library reports were studied and discussed with special instructions to the librarian to do all possible to increase the circulation.

The meeting adjourned at 10:30 P. M.

Maude Hanselman
Maude Hanselman, Secretary